**Letter should be written on the company’s letter head**

Classic electronics limited

59th avenue road

Kansas, Missouri- 96586

To:

The General Manager

T. R. T. Limited

Chicago

21st April 2010

Dear Mr. ABC

This letter is written from our end to thank you for considering us one of the business associates to work with you. We are more than happy to be associated with your company.

We assure you that from our end, we will not give you a chance to regret your decision. We would like to hold a meeting with someone from your company to discuss the required details.

The details in regards with the contract should be well planned in advance. We are looking forward to hear from you. Our numbers and email addresses have been mailed to you with the earlier documents.

You can contact us anytime.

Thanking you

Yours sincerely

Mathews David

Senior sales manager

(Signature should be attested with the letter)