Dear Ms. Clyde,

The purpose of this letter is to inquire on the possibility of doing business with you. Your company has shown much diligence and honesty in the performance of its work and I admire it.

As you may know already, our company is in the business of manufacturing home furniture. We have been in the business for twelve years and business has been good to us. During these years, we have engaged the services of various wood suppliers which did not match our requirements in the long run. From the performance of your company, I can see that it will satisfy our requirements.

I want to have a meeting with you to discuss the details of my proposed partnership with you. This week will be fine with me but should you have other opportune time in mind, please give me a call.

Thank you.

Sincerely yours,

Cathy Dennis