**Sample Business Application letter**

To

Kishore Arvind

Sales Manager,

Royal Computers

Bangalore

Dear Sir,

It gives me immense pleasure to announce that Royal Computers has won the 3-year rights to supply computer and any other related computer equipment to our company, Quickserve Solutions. The decision was taken at a meeting yesterday and you were our first choice of equipment supplier.

We have worked with you on our Mangalore office too and we are not only happy with your products but also your professional after-sales service. Your company’s service men are cordial and efficient and we would love to work with you again.

You will shortly receive another mail from us giving you details of the consignment, the number and nature of products required by us and also the final date of supply. We hope to continue this working relationship in the future too.

Thanking you,

Yours truly,

Rohan Balu

Quickserve Solutions

Bangalore

May 3, 2010