From,

Drake Joy

To,

Mrs. Aiereen,

Chairperson,

GTC couriers

Dear Mrs. Aireen,

This letter has been drafted in reference to your advertisement in the ‘daily Newspaper’ dated on 26 February. We are a firm which specialises in providing the products with particular embossed requirements from our clients. We, hereby, make a proposal of a business of providing caps and other related accessories to the staff of your courier firm. As per the indications in your advertisement, we have a considerable experience of this job and have successfully done it for several firms. All our assignments have been totally satisfying for all our clients and hence we assure you the same satisfaction.

Besides the name of your firm, we can even design a logo which can be found on all the caps and accessories. We hope to find that this proposal strikes a perfect chord with the requirements of your firm and we are contemplating for a healthy business relationship in the coming future.

Yours truly,

Drake Joy.