From,

Patricia Quack,

New York 56096

To,

Ham Yardley,

New York 54006

Dear Sir,

I am, Patricia Quack, from New York Trade Associates based here in New York and having business of fashion garments.  We have heard about your quality garment production from our clients since many times now and, therefore, we have decided to look into your sample for our new markets which are being considered at present and possibly for specific markets we are dealing in.

We would like to have your samples ready by next month since our manager is going to have a meeting with clients who are from new markets.  Every possible detail should be looked into, and if there is any kind of details you might require from us to execute that, you are welcome to have those addressed very shortly.  As the business overall grows, the demand for the specific garment will definitely going to respond so I believe that you are going to take this on an urgent basis.

Yours Sincerely,

Patricia Quack