From,

Mr Parker,

Head of Sales Department,

Excellence Stationary,

Houston

To,

Mrs Penelope,

Principal,

Water Mark High School,

Houston

Dear Mrs Penelope,

This letter has been drafted to make you known of the fact that the stationary sales agreement, which the two sides have entered in, is approaching its successful accomplishment. We have been proud to be an active arm supporting education in your esteemed institution and hence, we apply for the development of new sales agreement for the coming future. Last sales agreement has survived 4 years without any amendments in the clauses and this reflects the success of our business relationship.

However, we wish to bring in certain subtle changes in the clauses for the new sales agreement so that it would last for better time period. These changes have been incorporated in the list which has been enclosed along with this letter. We are hopeful that the institute would be affirmative about these changes. We are looking forward for yet another successful stationary sales agreement between the two sides.

Yours faithfully,

Mr Parker