

BUSINESS LETTER OF INTEREST

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Introduction

Business letter of interest is written by a company when it seeks new customers for their company products. In this letter, all details regarding the product and the pricing should be mentioned in the letter. The letter should be impressive and the customers should be ready to use the product.

Business Letter of Interest Tips

The following tips will help you to write a business letter of interest:

- The tone of the letter should be polite.
- The letter should be simple, clear and precise.
- Information mentioned in the letter should be straight forward and up to the point. Short and informative letters are better than lengthy letters.

Sample Business Letter of Interest

To:

Jagdish Mitra

67, Lakeview Apartments,

Jubilee Hills,

Hyderabad

Dear Sir,

This letter is with reference to our telephonic conversation we had last week. Along with this letter I am sending a few catalogues which will give details about the equipment of your requirement. All details like important components and pricing are mentioned in the catalogue. The time required for manufacturing the equipment is also mentioned.

We offer maintenance services required for the maintenance of this equipment. The charges levied for this purpose are also given in the catalogue.

We offer the best prices in the industry and it is our constant endeavour to stay up in the competition. You can compare the existing prices in the market and decide to place an order with us.

After assessing your requirements if you can contact us, we shall send our representative for completing the formalities. In case you have any other special requirements, please let us know so that we can work on that and let you know.

We are looking forward to hear from you

Thanking you,

Yours Sincerely,

Rajat Gupta

Business Letter of Interest Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

This letter is with your reference to our telephonic conversation on _____ (mention date). I am sending the details asked by you regarding our products/services. The time needed is also mentioned.

We offer the best prices in the industry. If you need anything else apart from what you enquired about, please let us know so that we can inform you the time needed for delivering the same.

Customer satisfaction is our motto and with our commitment and dedication we have established ourselves as one of the leading(specify business) in the industry.

After considering all the matters, if you contact us we can send our representative to complete all the formalities.

We look forward to meet you at the earliest

Thanking you,

Yours Sincerely,

_____ (your name)

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