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Dear Sirs:

With reference to your enquiry of June 2nd we are pleased to confirm that we manufacture the goods you are interested in. Our current price list is enclosed herewith. Please note that our price is understood to be FOB London, delivery time: three months after the order received. The terms of payment are the subject of negotiations.

We hope our offer meets your requirements and will result in an appropriate order. Your prompt reply will be appreciated.

Yours faithfully,

Informacja o urlopie

Dear Sirs,

Because Mr. Jones is out of the office for the next two weeks I am acknowledging the receipt of your letter dated May 20, 2008. It will be brought to his attention immediately upon his return.

If I may be of any assistance during Mr. Jones' absence, please do not hesitate to call.

Yours sincerely,

Zmiana siedziby firmy

Dear Sirs,

As of Monday, July 1, 2008, Telgoni Sales Corporation of America's Eastern Regional Office will be located in our