

Name:

Business Enquiries

① Choose from the following options to fill in the blanks:



Missing words

[behalf | appreciate it | inform | catalogue | large | hearing | hesitate | Yours | interested]

Dear Sir/Madam,

I am writing on _____ of EcoGear, a company based in Duisburg, Germany. We are _____ in purchasing office supplies for our new branch.

We would _____ if you could send us your latest _____ and price list for the following items:

- Printer paper (A4 size)
- Ballpoint pens
- Staplers and staples
- File folders

Additionally, could you please _____ us about any bulk discounts you offer? We are planning to place a _____ order.

We look forward to _____ from you soon. If you need any further information, please do not _____ to contact me.

_____ sincerely,

[Your Name]
Purchasing Manager
EcoGear

Name:

Business Enquiries

Name:

Business Enquiries
