

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

---