

Business Letter Writing Basics, Enquiry, Offer, Order [1-2]

References:

1. YDI340 Business English Ders Notları (2007)
2. Akar N. Z., Özkan Y., Tarhan Ş. (2005) "Language and Communication Skills After Graduation"

English Business Letter- Enquiry

Intro		
{British English}	Dear Dear Mr Dear Mrs Dear Ms
	Dear Sir Dear Sirs Dear Madam Dear Sir or Madam
{American English}	Dear Dear Mr. Dear Mrs. Dear Ms. :
	Gentlemen Ladies Ladies and Gentlemen To whom it may concern

English Business Letter- Enquiry

Subject			
Subject: Re:			
Subject: Your Letter dated Re:	Jan Feb	01 02	2019 2018
Your letter dated Jan.01.2018			
Intro			
Many thanks for Thank you for Thank you very much for We thank you for	your	Catalog ue letter	(dated Jan.01.2018)

English Business Letter- Enquiry

Your advertisement Your article in the paper		Has come to our attention.	
We	got your address from obtained your address from were introduced at		
We	were told understand from your advertisement	That you produce	
We	intend to buy are considering the purchase of need have a demand for have a steady demand for	
We would	like to know more about be grateful if you could send us information about		
We would	appreciate be grateful	If you	could send us information about would kindly let us have detailed information about details concerning

English Business Letter- Enquiry

<p>Could you please send us</p>	<p>information about? detailed information about? details concerning? a documentation about?</p>	
<p>Could you please send us</p>	<p>your catalogue? your catalogue and price list? a quotation? a detailed offer? information about your range of products?</p>	
<p>Please send us</p>	<p>information about detailed information about details concerning a documentation about</p>	<p>..... .</p>

English Business Letter- Enquiry

<p>Please send us</p>	<p>your catalogue. your catalogue and price list. a quotation. a detailed offer. information about your range of products?</p>
<p>Could you please send us</p>	<p>your catalogue? your catalogue and price list? a quotation? a detailed offer? information about your range of products.</p>
<p>Please also inform us as to In addition, please inform us about As well as this, kindly inform us about</p>	<p>delivery times. terms of payment your conditions of delivery and payment. discount.</p>
<p>We look forward to We are looking forward to</p>	<p>your reply. your prompt reply. hearing from you soon.</p>
<p>We look forward to receiving We are looking forward to receiving</p>	<p>your offer. your detailed offer.</p>

English Business Letter- Enquiry

{British English}	Yours sincerely Sincerely yours Yours faithfully Faithfully yours
{American English}	Sincerely Sincerely yours
{additional option for e-mails}	Regards Kind regards Best wishes

English Business Letter- Offer

Intro		
{British English}	Dear Dear Mr Dear Mrs Dear Ms
	Dear Sir Dear Sirs Dear Madam Dear Sir or Madam
{American English}	Dear Dear Mr. Dear Mrs. Dear Ms. :
	Gentlemen Ladies Ladies and Gentlemen To whom it may concern

English Business Letter- Offer

Subject					
Subject: Re:					
Subject: Your Letter dated Re: Your inquiry dated Subject: Your request dated	Jan	01	.2019		
	Feb	02	.2018		
	Mar				
	Apr				
	May				
	Jun				
	Jul				
	Aug				
	Sep				
	Oct				
	Nov				
	Dec				
Your	letter	dat	Jan	01.2018	
	inquiry	ed	Feb		
	request		Mar		
			Apr		
			May		

Intro

We have received your letter (dated Jan 01.2018) and thank you for your interest in our products.

We have received your letter (dated Jan 01.2018) and thank you for your interest in our range of products.

We have received your letter (dated Jan 01.2018) and appreciate your interest in our products.

**Many thanks for
Thank you for
Thank you very much for
We thank you for
We have received**

**your inquiry (dated Jan 01.2018)

your request (dated Jan 01.2018)**

**Many thanks
Thank you
Thank you very much
We thank you**

**for your interest in our products.
for your interest in our range of products.
for your interest in our services.**

**Many thanks
Thank you
Thank you very much
We thank you**

for

English Business Letter- Offer

<p>This is to confirm We hereby confirm We confirm</p>	<p>our verbal offer dated Jan 01.2019</p>
<p>We are happy to confirm our offer to you in writing.</p> <p>We are pleased to confirm our offer to you in writing.</p>	
<p>We are pleased to hear that you are interested in our products and hereby send you</p> <p>We are pleased to hear that you are interested in our products and send you</p> <p>We are pleased to hear that you are interested in our products and sending you</p> <p>We are pleased to hear that you are interested in our products and enclose</p>	<p>our offer. a detailed offer. the requested offer. the offer you requested. the requested documentation the documentation you requested our current price list we send you our current rates our new catalogue. Information on our range of products.</p>

English Business Letter- Offer

<p>I reply to your inquiry Replying to your enquiry In reference to your request</p>	<p>we would like to inform you that: we are sending you we wish to make the following offer: we are offering you the following items:</p>
<p>We are enclosing Enclosed you will receive Enclosed please find As requested, we are sending you As discussed on the phone, we are enclosing</p>	<p>our offer. a detailed offer. the requested offer. the offer you requested. the requested documentation the documentation you requested our current price list our current rates. our new catalogue. Information on our range of products.</p>
<p>We are pleased to</p>	<p>make the following offer: offer you a discount of give you a discount of confirm that</p>
<p>We regret having to inform you that we do not carry this article. Regrettably, we cannot meet your inquiry.</p>	

English Business Letter- Offer

Contrary to your inquiry we can offer you

<p>You may have already been told You will be interested to know You may be interested to know We are delighted to inform you</p>	<p>that</p>	<p>in our assortment we now also carry</p> <p>we have expanded our range with the following new item: </p> <p>we have expanded our range with the following new items: </p>
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<p>You may have already been told You will be interested to know You may be interested to know We are delighted to inform you</p>	<p>that</p>	<p>we are expanding our range of products.</p>
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<p>We assure you that your order will be We guarantee that your order will be</p>	<p>performed to your entire satisfaction. executed carefully. dealt with promptly processed promptly.</p>
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Please let us know if you are interested in a shipment.
 Please inform us soon if you are interested in a shipment.
 Let us know your requirements.
 Let us know your requirements as soon as possible.

English Business Letter- Offer

<p>If there is any further information that you require If you have any questions</p>	<p>do not hesitate to please</p>	<p>contact me. contact us. call me.</p>
<p>We look forward We are looking forward</p>	<p>to receiving your order</p>	
<p>{British English}</p>	<p>Yours sincerely Sincerely yours Yours faithfully Faithfully yours</p>	
<p>{American English}</p>	<p>Sincerely. Sincerely yours.</p>	
<p>{additional option for e-mails}</p>	<p>Regards Kind regards Best wishes</p>	

Intro		
{British English}	Dear Dear Mr Dear Mrs Dear Ms
	Dear Sir Dear Sirs Dear Madam Dear Sir or Madam
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	Gentlemen Ladies Ladies and Gentlemen To whom it may concern
Subject		
Subject:		
Re:		
Subject: Your letter dated Jan 01.2018		
Re: Your offer dated Jan 01.2018		
Your letter dated Jan 01.2018		
Your offer dated Jan 01.2018		

English Business Letter- Order

Intro		
Many thanks for Thank you very much for We thank you for We have received		your reply (dated Jan 01.2018) your offer (dated Jan 01.2018)
Many thanks Thank you Thank you very much We thank you	For sending us	your catalogue. your documentation. your price list. the sample. your information brochure. your detailed offer.
This is to confirm We hereby confirm We confirm		Our verbal order dated Jan 01.2018
Your offer		has appealed to us. is very attractive. is competitive.

English Business Letter- Order

Enclosed you will find our order.
We are enclosing our order.
Our order is enclosed.
Enclosed please find our order.

Please find enclosed our order for
We would like to place the following order
We are pleased to place our order
We herewith order
We herewith order the following items

:

Unfortunately,

your offer reached us too late.
we have to turn down your offer.
we have to reject your offer.
we cannot accept your offer.
we cannot accept your conditions.
your conditions are not competitive.
your conditions are unacceptable for us.

English Business Letter- Order

<p>Unfortunately, I must inform you that</p> <p>Unfortunately, we must inform you that</p>	<p>your offer reached us too late.</p> <p>we have to turn down your offer.</p> <p>we have to reject your offer.</p> <p>we cannot accept your offer.</p> <p>we cannot accept your conditions.</p> <p>your conditions are not competitive.</p> <p>your conditions are unacceptable for us.</p>
<p>As the goods are urgently needed, we would be grateful if you could</p> <p>As we require the goods urgently, we would be grateful if you could</p>	<p>deliver as soon as possible.</p> <p>deliver as quickly as possible</p> <p>inform us when we can expect the delivery.</p>
<p>As the goods are urgently needed, we would be grateful if you could</p> <p>As we require the goods urgently, we would be grateful if you could</p>	<p>deliver by Jan 01.2019</p>
<p>Please let us know</p> <p>Please inform us</p>	<p>when we can expect the delivery.</p>
<p>We would like to accept your offer, but we need better</p>	<p>conditions.</p> <p>conditions of payment.</p>

{British English}	Yours sincerely Sincerely yours Yours faithfully Faithfully yours
{American English}	Sincerely. Sincerely yours.
{additional option for e-mails}	Regards Kind regards Best wishes