

BUSINESS LETTER

Maria Kent

42 Elm Street

Harrisburg, PA 17101

mkent@email.com

(555) 291-4832

January 14, 2025

Sender's Name and Address

Date

Daniel Ruiz

Operations Manager

Harbor Office Supplies

210 Riverfront Drive

Harrisburg, PA 17102

Recipient's Name and Address

Dear Mr. Ruiz,

Greeting

Opening Paragraph

I am writing to request a price list for your bulk office supply packages.

My department plans a quarterly purchase, and we need updated information to finalize our order.

Please include details on delivery times and available discounts for recurring clients.

Our team will review the information and confirm the order once we receive it.

Closing Paragraph

Sincerely,

Maria Kent

Maria Kent

Complimentary Close and Signature

