

Small Business Email

Dear Mr. Rogers

With reference to your letter dated 24<sup>th</sup> March, I am writing to enquire about the availability of the product 'Ultra Soap Zen' at your Boston Depot. Let me please remind you about the letter dated 20<sup>th</sup> March from your end where you had expressed the non-availability of the same at your Ohio Depot. Since you are aware of our demographic profile, I would appreciate if you can make the dispatch from your Boston Depot.

As per the conditions laid down in your dispatch pre-conditions, we have made the necessary income tax clearance certificates for the smooth dispatch from the depot.

Please let us know the payment details at the earliest so that we can make necessary arrangements for the deposit of the same in the account.

Please contact me, if you have any query.

Yours faithfully,

Thanks.

J.Thomas

Purchase Department, IPL Inc.