

A Sales Letter – KEY

(May be read out to students before they start their task)

G. & M. Bersch
Exclusive Office Furniture
14 Shopiere Rd.
Beloit, Wisc. 53511
U. S. A.

April 26, 20__

George Smith
Fruit & Vegetable Import
64 Cedar Lane
London SJ5 7DJ
England

Dear Mr Smith

We acknowledge with thanks receipt of your letter dated March 21 referring to our advertisement in «Business Monthly» and we have great pleasure in enclosing our latest catalogue and updated price list.

All our furniture is the result of careful planning and modern design. Further models can always be worked out to your particular requirements as it has always been our endeavor to help our customers to use the space at their disposal in the best possible way and to justify the confidence they have placed in us.

Please let us know when it would be convenient for you to receive our British representative, whom we will then contact immediately.

Yours sincerely

Dwight J. Rogers

Sales Manager

Enclosures

A Sales Letter – Letter Quiz

Please read the text and fill in the gaps. One underscore is one letter.

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21 refer _____ to o _____ advertisement in «Business Mon _____» and we have
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cust _____ to use the space at th _____ disposal in the be _____ possible w _____
and to justify the confi _____ they have pl _____ in us.

Please l _____ us k _____ when it wo _____ be co _____ for you to
rece _____ our Bri _____ repre _____, whom we will then con _____
immed _____.

Yours _____

Dwight J. Rogers

S _____ Manager

En _____