1

Naam verzender

Adres verzender

Postcode, Plaats verzender

2

Naam ontvanger

Adres ontvanger

Postcode, plaats ontvanger

3

Plaats, datum verzenden

4

Dear Sir Johnson,

5

Thank you for the calculation you have sent us last week. We would like to place an order with you.

6

Enclosed the order form for the 150 pieces as mentioned in the calculation. Delevery next week on Monday.  look forward to receiving you conformation.

7

Yours Sincerely,

8

Naam verzender

9

Handtekening