

Dear Sir/ Madam,

Please let me introduce myself. My name is ... I am the forth year student of Foreign Trade University in the major of External Economics. I intend to attend/take/ do an MBA course after graduation. In order to prepare for this plan, a short-term English course in Australia to get (take) an IELTS certificate is very necessary/ “A short-term English course in Australia to get an IELTS certificate is very necessary for preparing for this plan”.

Your school name was given/ recommended to me by one of my classmates. Would you please send me detailed information including tuition fee and timetables/ schedules about 3-month English courses starting/commencing in February 2010? Could you arrange an accommodation for me in your hostel/dormitory/campus or a homestay with an Australian family?

I am looking forward to receiving your reply.

Yours faithfully,

Machinery Import and Export Company
8 Trang Thi Street, Hanoi, Vietnam
Tel:

19th August, 2009

Ref: NQ/tg
Delta Company Ltd
Bradfield Estate
Bradfield Road
Northamtownshire
NN84HB

Dear Sir/ Madam,

We are the leading company dealing in machinery in Vietnam and have many branches in various cities throughout the country. We have seen your products and become very interested in them. Could you please send us your latest catalogue and current price list for all kinds of computers available from stock/ you have in stock?

You would be pleased to hear that your computers are very popular in Vietnam these days and the demand for these types has been increasing /growing in recent years. If your products meet specification standards and are offered at reasonable prices, we will place a substantial order on a regular basis.

Please let us know if you could allow/give us a special discount/ any special discounts.

We look forward to your prompt attention to our requests and early reply.

Yours faithfully,

(Signed)

Nguyen Quy

Your name and address have been given to us by the Vietnamese Trade Association

We are a fabric trading company and we do believe that Vietnam will be a potential market for such items as bed sheets, pillow cases offered at reasonable price across/in the region / regionwide

Could you please send us detailed information of different kinds/ various types of bed sheets, pillow cases including sizes, colors, prices and materials as well as patterns of different textures used in making these items?

Please let us know/ quote your terms of payment and the special discount rate allowed for a large order of at least / not less than 500 pieces per type. The offered (quoted) price should/ shall/ could include delivery costs (charges) to the above address.

Our trade counselor in London has recommended that you are one of the leading/ major construction equipment manufacturers in England./Your company was recommended to us as the leading/major manufacturer of construction equipment and machinery in England

We are a state-owned joint stock company, operating in infrastructure development and civil engineering.

We are particularly interested in/ in buying/importing construction equipment for an important/ a large project.

We would be grateful if/ We would highly appreciate it if you could send us a full set of catalogues with pictures of all the equipment mentioned as well as a price list quoting CIF Hai Phong Port (a quotation stating CIF Hai Phong Port)./ Would you please send us your fully-illustrated catalogue and a complete price list quoting CIF Hai Phong Port?

If your equipment meets our required standards, we will place a large order/a substantial order/ we will order in bulk.

Son Nam Company Ltd
230 Thai Ha Street, Hanoi, Vietnam

Our Ref: DH /vp
Elma Company Ltd.
789 Green Ville
Singapore

Dear Sir/ Madam,

We have learnt through your catalogue that/ We have seen/ read your catalogue and come to know that you are able to supply/ are supplying various types/ a wide range of printing ink for laser printers. We are particularly interested in the item code number (coded) SCG2005 as illustrated in your catalogue.

We, therefore, would be grateful if you could send us/ provide us with technical specifications/ specification standards for this particular item and let us know with which models of laser printer available/ on sale on the market this type of ink can be used.

Please quote your price CIF Hai Phong Port including packing/ packaging and the discount rate that you can offer (grant, give) for an order of 1,000 ink boxes (cartridges).

As a rule, we settle payment by a confirmed revocable L/C to be opened (issued) 15 days before (prior to) delivery (shipment). Our usual term of payment is a ...

We look forward to your early reply/ your offer.

Yours faithfully,

(Signed)

Dang Nam Ha
Director

Xuan Thu Company Ltd

31 Le Thanh Tong, District No 1, Ho Chi Minh City, Vietnam

Maple Publisher Company

30 Underhill

Ontario M3A 3J8

Canada

Dear Sir/ Madam,

We were advised by one of our Board members that you are a leading /a major book publisher in Canada and that you have published a series of textbooks titled “The Effective Writer”.

We are a leading publisher and distributor of educational books in Vietnam and have been a distributor of educational books for a number of major overseas publishers since...

Backed by our experience and distribution network, we do believe that we are able to create a successful market for your series here in Vietnam.

Could you send us your latest catalogue and current price list as well as terms of business?

I look forward to your early reply.

Yours faithfully,

(Signed)

Name

Marketing Manager

***Exercise 3 p 58, 59 (The Language of BC in English):**

- We would be grateful/ pleased if you could send us your latest catalogue and current price list for all the products (items) mentioned above.
- We are a regular buyer of your products and we would be grateful if you could send us some samples and let us know the lowest/ best price offered/ you could offer.
- We are interested in the purchase of your ready-made clothes for children, men and women for prompt/ immediate delivery. Would you please to send us your samples of these products (items) and let us know detailed information about the price as well as the terms of payment?/ Would you please let us have your samples of these items and prices as well as terms of payment in details?
- Delivery (shipment) will be made/ is to be made within 1 month on / upon/ since receipt of your orders.

- We are interested in the purchase of your cement branded/ labeled “Red Dragon” and we would be obliged if you could send us a quotation stating FOB Hai Phong for this product.
- We regret to inform you that we are not in a position/ we are unable to offer you these products for the time being because our domestic demand is too great for us to meet.
- We regret to inform you that this item (product) is no longer in production. However, we can offer the substitute having same functions at the price of 500 pounds per ton C.I.F Liverpool.
- If you can provide us with high quality products, we will place a large order on a regular basis.
- If your products are as good as the samples, we do believe that they will sell well here.
- I look forward to hearing from you soon and seeing you in the near future.