From,

Robert Phill

General Manager

Myths Paper Mill

Russia.

Date: DD/MM/YYYY

To,

John William,

Purchase manager,

Fascinating books,

Russia.

Dear Mr. William,

We are pleased to work with your company. Your company is one of the finest manufacturers of notebooks. Your company keeps high standards regarding quality of the papers for your notebook. We have launched a new type of paper made from the waste of sugarcane and would like to introduce it to you.

Our company has made these high-quality papers from molasses. The texture of the paper is very fine and is found to be better than the normal one. As it is a new introduction, we are providing an incentive discount offer of 40%.

To know more about and avail these offers feel free to contact us via the provided phone number and address. We are looking forward to a good business deal.

Sincerely,

Robert Phill