

JSV International Assistant Service

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Sample Business Letter

Sender's Company + Address:

JSV International Assistant Service
Jana Svihlova
Jaroslava Foglara 1330/4
Prague 5, 155 00
Czech Republic

Date:

15th November 2012

Full name and Company of Recipient :

Ms. Susan Smith
Supervisor of Product Development
Pet Supply Provider, Inc.
472 Canine Road
Los Angeles, California 90002

Dear Mrs. Smith, / Dear Mr. Smith, / Dear Ms. Smith,

It was a pleasure meeting you at the conference last week. As we discussed, I sincerely believe

If you are still willing, I would like to bring ...

We would like to give you an overview of our services and discuss with you the best....

Meeting in person would allow us to fully evaluate your wants and needs. Our team is available to meet any time this week or next. Please let me know, at your earliest convenience, when you would be available.

Sincerely,
Very truly yours,
Cordially, (more informal)

Regards,
Best wishes,
(personal touch when you have a personal as well as business relationship with the reader)

Jana Svihlova
Executive Director

Enclosures: