

Business Letter Sample For Students

Your Name

Address

Address

Phone & Email

Dear Madam,

This is to let you know that we want the estimate of the air conditioning system's cost of installation in the office of ours and we want the estimate as soon as possible.

Also, you must know that the room of the office are three in number each comprising of 16'*14' and also a huge reception ranging from 24'*15", so we would solely want representatives so that they can come and further verify each and every detail, please do let me know about the steps for further.

Thanks and Regards

Yours sincerely,

R.T Yana