Your Name

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

**Sample -1**

This letter is in response to your request for the order of office computer systems. I have had a detailed research in this regard and have concluded that the best computer systems can be bought from ABC. The company has been into this business from the past 15 years and has successfully developed systems that are cost effective. They use less electric energy. These systems are believed to work at a much fast pace than others in the market. I hope you will consider my suggestion. Looking forward to a positive reply.

**Sample -2**

I am writing you this letter with respect to your order of Chillers. After close examination and research, the best probable brand, in my opinion, is XYZ. This chiller is very user-friendly. It has a built-in function of reconfirmation of any instruction given. These chillers come up with a 10-year compressor and 5-year parts warranty. Moreover, they are well suited to our budget. With no compromise with respect to quality, I believe that this is best for our company. I am hopeful to hear positive from you very soon.

**Sample -3**

This letter is with respect to the purchase of office stationery items. I believe that company ABC is the most reasonable one in this respect. They not only offer a wide range of stationery items but also provide them at the most reasonable prices. The quality of the items is also very good as it is said to be believed as long-lasting. We had earlier made a purchase from SWB but that did not end up being fruitful. I suggest that this time we go on making our purchases with ABC to avoid any mishaps.

I hope that you will consider my recommendation.

Your Name

Title