

English Business Correspondence Test

Please create business letter based on the situation below!

1. Please create an offering letter!

Situation: Your company, CV. Dapoer Nur which is located in jl. Kp. Ceger kel. Jakasetia South Bekasi, is running a catering business. You got a news that Politeknik LP3I Jakarta want to hold a graduation event for 1000 students. You send an offering letter to Mr. Dudi Hariyadi, S.Kom., M.M as a director of Politeknik LP3I Jakarta that you are interested in providing snack box and package of lunch with competitive price. Please state that you want to meet Mr. Dudi to discuss it in detail.

2. Replying an offering letter

Situation:

You are a secretary of Mr. Dudi Hariadi. Mr Dudi asked you to reply Dapoer Nur Letter that Mr. Dudi is available on Friday, October 10 at 13.30 PM. Ask Dapoer Nur to bring the complete offering, brochure, and sample of the product.