

Exercise: Enquiries

A gap letter:

Fill in the gaps in the following enquiry using the phrases for writing enquiries (see phrases-worksheet).

Here are some information that you might need.

- Anzeige in der neuesten Ausgabe der Zeitschrift "Business Weekly"
- mittelgroßer Einzelhandel im Bereich Computer Hardware
- interessiert an Produkten
- möchten Katalog und Preisliste erhalten, mehr über Liefer- und Zahlungsbedingungen sowie über die Lieferzeit erfahren
- Referenzen von City Bank
- Sofern die Preise angemessen sind, wird das Unternehmen einen Probeauftrag erteilen

...	... December 20xx
Dear Sir or _____	
_____ about computer systems	
We _____ your _____ in the latest	
_____ of "Business Weekly" from 10 November. We are a	
_____ retail company _____	
computer hardware and we are very much _____ in	
your products. We would be pleased to _____ your latest _____	
and _____. Please also _____ your terms of delivery and	
payment and the earliest _____.	
_____ about our company can be provided by the City Bank.	
If your prices are _____, we would be able	
to _____ a _____ order.	
We look _____ from you soon.	
Yours _____	
...	