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(b) Seeking Clarification

Example :

Imagine that you have received the quotation from Danish Technologies Pvt. Ltd., But you have certain doubts in the quotation letter. Draft a letter to the Sales Manager, seeking clarification.

**NIRMAL FOUNDATIONS PVT. LTD.**  
57, Ponnuru Complex, East Vadi Street,  
Chennai-600 062.

05 April 2009

Sathish Joshua  
The Purchase Officer

The Sales Manager  
Danish Technologies Pvt. Ltd  
Anna Salai  
Chennai-600 002.

Dear Sir/Madam,

**Sub : Seeking clarification - Reg.**

**Ref : 1. Our letter No. JN/47-2009**

**2. Quotation No. M/52 dated 26 March 2009**

Thank you for your letter of 26<sup>th</sup> March enclosing the quotation and the latest catalogue. We are happy to place an order with you. However, we need some clarification.

In your quotation letter, the packing and forwarding charges are not mentioned separately as we had requested for. We would like to know whether the price quoted is inclusive of these charges or not. Also, we would like to know whether any discount is given if we pay in cash.

We would be grateful if you could clarify these, at the earliest, so that we can place the order.

Your prompt reply would be appreciated.

Yours truly,  
(sign)  
Sathish Joshua  
The Purchase Officer