

Business & Communication Systems - Business Letters

The business letter below has been entered in the wrong order.
Re-type it in the correct order. There are also some errors that need correcting.

Sales Manager

We look toward to being of service to you in the future.

Truro Business Park
Truro
Cornwall
TR3 2HT

In addition to the catalogue, we are offering a superb range of furnishings and kitchen co-ordinates in our sail and there are also bargains In ready assembled units and microwaves.

Dear Miss Burgess

Ref AK/KS

Truro Kitchen Furnishings

Yours Sincerely

You have been a valued customer for a number of years, and we hope you find time to study our current catalogue that is enclosed with this letter.

1 October 2002

Enc.

Miss W M Burgess

19 Trafalgar Street
TRURO
Cornwall
TR1 2DN

Amir Khan

IMPORTANT: Proof-read and spell-check your work, save and print a copy.