

**OFFERS**

An example offer letter could look like this

1. Reference to the enquiry (if required)
2. Describe your company and its goods / services (as required)
3. Reply: sales literature and samples / price / terms and discounts / delivery / validity
4. Polite ending
5. Enclosures

*International Bolts GmbH  
Schraubenweg 3  
38907 Schraubenhausen  
Germany  
Tel. +49 (0)651 876651  
Fax: +49 (0)1651 876641  
E-mail: info@international-bolts.de  
<http://www.international-bolts.de>*

15 May 2009

Aeronautical Precision Ltd  
20 Flood Street  
Pumpstone  
PS21 3UT  
United Kingdom

Dear Mr Plane

Request for Information

Thank you very much for your enquiry of 10 May 2009 about our products. We are a leading producer of bolts with an excellent reputation in Germany and abroad with more than 80 years' experience.

As requested we are sending you our current catalogue and an export price list. We are also able to provide you with a selection of samples, which will be sent by separate post. Our terms of delivery are CIF UK port of CIP UK airport and our terms of payment for a new customer would be CWO (cash with order).

We feel sure that a trial order will convince you of the quality of our goods and look forward to doing business with you in the near future.

Yours sincerely

International Bolts GmbH  
*Julian Gewinde*  
Julian Gewinde (Mr)  
Head of Sales

Encl: Catalogue and price list

2. Describe your company

1. Reference to the enquiry

3. Reply to the request

5. Polite ending

5. Enclosures