

October 13, 2017

The

Dear Sirs,

Reference is made to your letter of the 10th day of October 2017.

As per the above mentioned letter, you have requested for the supply of the following items:

1. 1000 Nos. of 1000W Electric Fans

2. 1000 Nos. of 1000W Electric Fans

The above mentioned items are available in the stock of the organization and the same will be supplied to you as per the schedule mentioned in the letter of the 10th day of October 2017.

Yours faithfully,
[Signature]