5

การตอบจดหมาย

แบบฝึกหัดที่ 5.1 จดหมายการขาย

5.1.1

	BTR Plc. 292 Waltham Rd., Christchurch, New Zealand Tel. 64 03 3791699 Fax. 64 03 3791692
August 24	l, 2007
The Purch Wilhiem I 4 Rue Pet France	nasing Officer Pharmaceutical Company it Coquempot, Montreuil sur Mer 6217
Dear Sir,	
I am writi take great	ng to inform you a new line of product, that your company will interest into.
After man company revolutior	hy years of exhaustive research by our team of scientists, our has discovered a cure for bowel cancer, which will hize the medical treatment of cancer sufferers worldwide.
This reme treatment, exact deta enclosed	edy will take the form of a tablet, consisting of a three-month, under the formal observation of a cancer specialist. All of the ails to this are covered in our prospectus, which you will find with this letter.
We are su we are.	are you will be very excited in this cancer treatment benefit, as
Faithfully	yours,
Gerry Ri	ce
Gerry Ric Export Sa	e les Director

Reply to 5.1.1

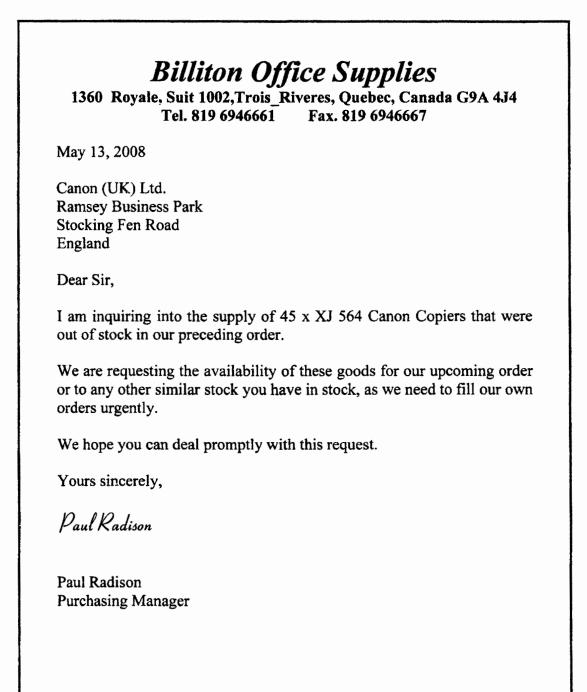
Bufag Marketing, Company 203A Upper Thomson Road, Singapore 574370 Tel. 65 64759280 Fax. 65 62341355 June 27, 2008 Gatehouse Designs Inc. 20 Shorncliffe Rd., Unit 2 Toronto, Ontario Canada Dear Sir, As the Director of Bufag Marketing, I commanded the 2002 Singapore International Fashion Show. As your fashion house was one of the entrants of this show, I am requesting the following information: -- What is the full range of the Spring/Summer collection of garments for 2009? - How long after the garments are ordered, will they be delivered? - I need the prices of your garments, as they were missing from your catalogue. Your quick reply, would be most appreciated. Yours sincerely, Jikte Rubins Jikte Rubins **Purchasing Manager**

5.1.2

Reply to 5.1.2

แบบฝึกหัดที่ 5.2 จดหมายการสอบถาม

5.2.1



Reply to 5.2.1

IB 313(Ĥ)

5.2.2

Samuels Shipping Company

72-78 Parramatta Rd., Concord, NSW 2137, Australia Tel. 61 2 97446900 Fax. 61 2 97446900

April 22, 2008

Jannagu Moorings Ltd. 6B Jalan Grisek Singapore 419434

Dear Sir,

We would be very much obliged if you could provide information regarding the nylon ropes that your company supplies.

We request information about the following: - sizes, elasticity tensions, lengths. We hope you can follow up on this request.

Sincerely yours,

Joseph K. Sonquist

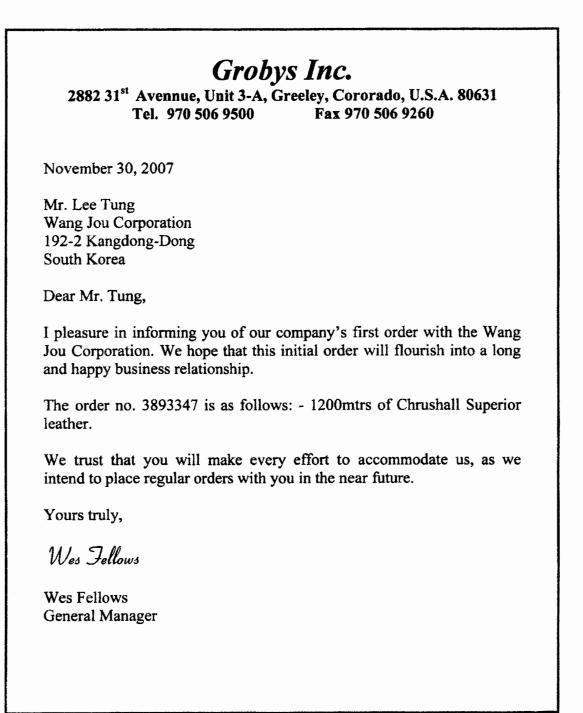
Joseph K. Sonquist

Manager

Reply to 5.2.2

แบบฝึกหัดที่ 5.3 จดหมายการสั่งสินค้า

5.3.1



Reply to 5.3.1

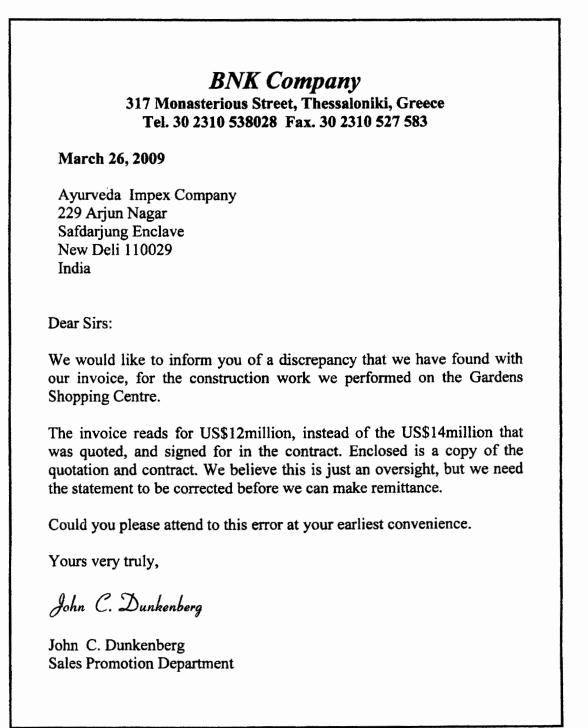
November 24	l, 2008
Sanmo Comp	bany
180 Naraba, S	•
Osaka	
Japan	
Dear Gentlen	nen:
230 x VCR'	ce to your quotation, we enclose our order 170 x 34" TV's s and 480 x VCD's, for your immediate attention. Pleas very date and the method of transportation of our order.
An early repl	y would be most appreciated.
Yours truly,	
Pickett Ha	rms
Pickett Ham Manager	S
-	
Manager	

5.3.2

Reply to 5.3.2

แบบฝึกหัดที่ 5.4 จดหมายการทักท้วง

5.4.1



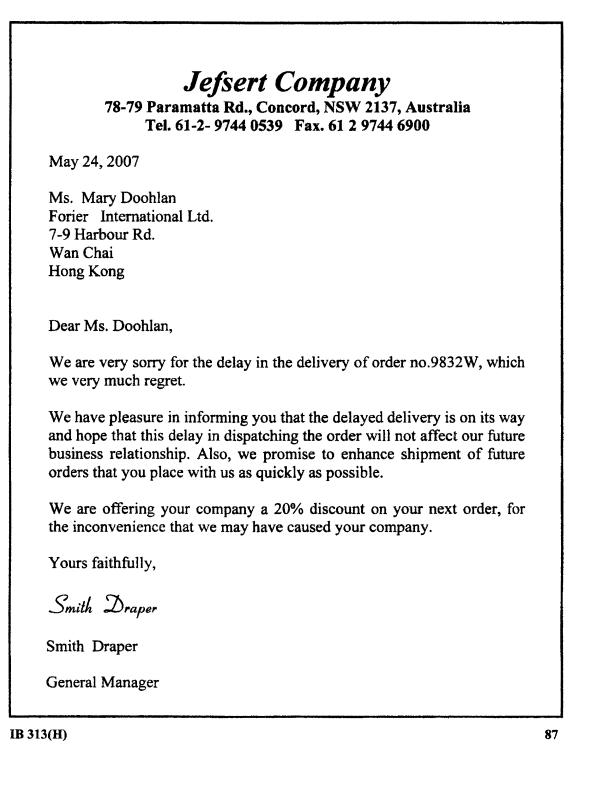
Reply to 5.4.1

KTT Co. Ltd. 192-3 Kangdong Dong, Kangseo-Gu, Pusan, Korea Tel. 82-51-972-8792 Fax. 82-51-972-8793 May 5, 2009 Diamant Nord Company 6, place des hros 62000 Arras France Dear Gentlemen, We thank you prompt delivery of our order No. 8635, but we regret to inform you, that 76 die sty cylinders were found to be broken or severely damaged. As these goods were urgently required to complete our deliveries to our customers, we are requesting immediate replacements. We have boxed the broken cylinders and are returning them to you for your investigations. We should be very glad if you would attend to this problem. Yours very truly, Ronald J. Mayer Ronald J. Mayer Staff Inspector

Reply to 5.4.2

แบบฝึกหัดที่ 5.5 จดหมายการแก้ไข

5.5.1



Reply to 5.5.1

Alternative International Company 16 Beach Rd., Auckland, New Zealand Tel. 64- 9- 302-0530 Fax. 64-9-302-3535 April 2, 2007 Mr. Moore Casey Asian International Ltd. 19, Woodlands Terrace Singapore Dear Mr. Casey, Please accept our apologies for the Turbines that we mistakenly left out of your order no.4765. We are enclosing this letter with the 8 x Celto Turbines and we regret any disturbance we may have caused your business. We can assure you that this will not happen again as we value as a business partner. Yours truly, William Matre William Matre Owner

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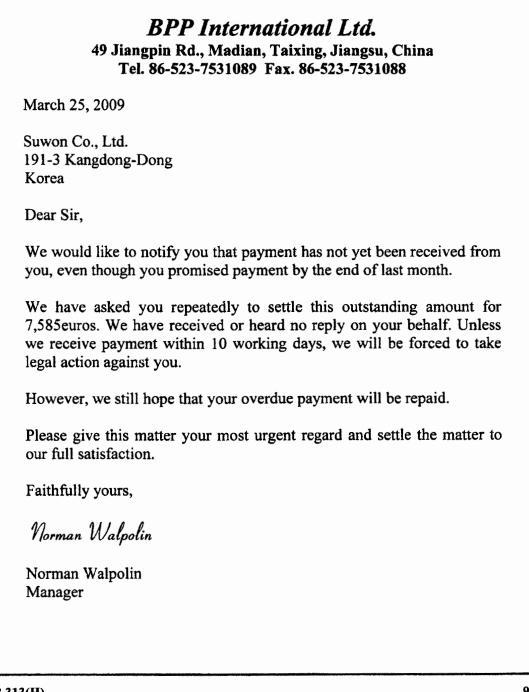
5.5.2

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Reply to 5.5.2

แบบฝึกหัดที่ 5.6 จดหมายการชำระเงิน

5.6.1



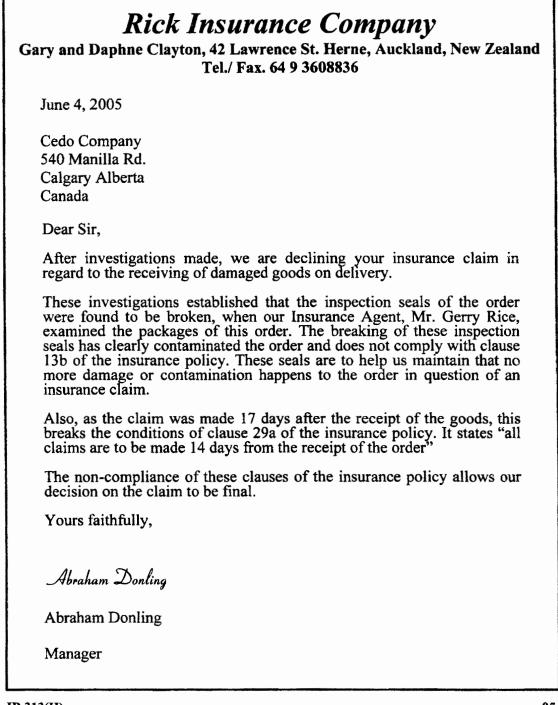
Reply to 5.6.1

Filis International Company 20, Dodekanisou St., Thessaloniki, Greece Tel. 30 1 3286952 Fax. 30 1 3221268 May 4, 2005 Grenouillere Ltd. 7 Rue Petit Coquempot Montreuil sur Mer 62170 France Dear Sir, We are writing to request an extension of credit, regarding our order no. 45756. We are unfortunately hard pressed to make payment, as we have a huge outstanding debt owed to us by one of our customers. I assure you that we will be able to make our future payments on time. We shall be very grateful for any assistance you can give us in this matter. Yours faithfully, Raymond Gilberg Raymond Gilberg General Manager

Reply to 5.6.2

แบบฝึกหัดที่ 5.7 จดหมายการประกันภัย

5.7.1



Reply to 5.7.1

Laketown Insurance Ltd. 166 John Rd., Newbold, Chesterfield, Derbyshire S41 8SE Tel. / Fax. 01246 456679 July 7, 2005 Darkhan Company 229 Arjun Naga Safdarjung Enclav New Delhi 110 029 India Dear Sir, In reference to your letter concerning the delayed payment of our insurance claim, we accept this delay, as we were fully prepared for an appeal by Radiation Australia Ltd. Could you please keep us updated about the developments of this appeal and quickly notify us of any changes to the present situation. We thank you for your correspondence and the help you have provided our company. Yours faithfully, Donald Arghis **Donald Arghis** Manager IB 313(H)

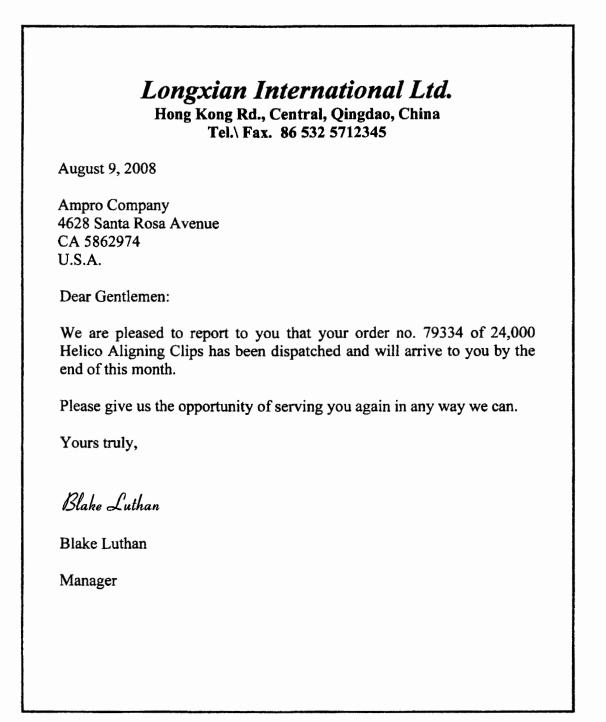
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5.7.2

Reply to 5.7.2

แบบฝึกหัดที่ 5.8 จดหมายการขนส่งและการส่งสินค้าทางเรือ

5.8.1



Reply to 5.81

Guan Hay Ltd.

7 Lim Chu Kang, Agrotech Park Lane 5, Singapore 718858 Tel.\ Fax. 65 67941588

August 7, 2005

Mr. FRed Marks Rm. 501, Lee Wai Comm Bldg. 1-5A Hart Avenue, T.S.T. Kowloon, Hongkong

Dear Mr. Marks,

As per telephone conversation with you this afternoon, this is confirmation that your order no. 20484 of 250 x 100m rolls of 180cm Heesian will be delivered late, owing to the unfortunate breakdown of our binding loom.

We care very apologetic for this delay, and the inconvenience that this has caused your company.

Yours sincerely,

Robert Kormin

Robert Kormin

Manager

Reply to 5.8.2

แบบฝึกหัดที่ 5.9 จดหมายการธนาคาร

5.9.1

<i>Toronto Bank</i> 300 Curragh Ave., Burnaby, Canada Tel.\ Fax. 604 430 2365		
September 27, 2007		
Mr. Harry Newton PKK International Ltd. Gary and Daphne Clayton 34 Lawrence Street Herne Bay, Auckland New Zealand		
Dear Mr. Newton,		
In reply to your letter of a request for an increase in your company credit limit, we regret to inform you that we are refusing this application as the maximum credit limit has been reached. We do not provide cred to our customers of ore than US\$30million.	n,	
Therefore, we are suggesting that your company apply for a merchan loan with our bank, which we could provide to your company. Enclose is the terms, details and application form for this merchant loan.		
If you have any further queries, please feel free to contact us.		
Yours faithfully,		
Will Dunkun		
Will Dunkun		
Manager		

Reply to 5.9.1

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Concord Bank 453 Concord Rd., Concord W, NSW 2138, Australia Tel.\ Fax. 61 2 9745 6568 December 28, 2007 JBM Ltd. 542 Heraklion Ave. Heraklion-Attica Athens, Greece Dear Sir, We are writing to inform you that we are intending to close your account with our company, as it has been inactive for over three months and it has a zero balance. We are giving you 14 days to reply to our intentions. If you still require your account to be left open, please do not hesitate to contact us. Or if you require the account to be closed, then please disregard this letter. We expect your prompt reply. Yours sincerely, Robin Athon Robin Athon General Manager IB 313(H)

Reply to 5.9.2.

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