

## Schreiben eines Geschäftsbriefes / Writing of a business letter

hier: Musterbrief

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Import – Export Company  
Dartford Industrial Estate  
18 Dartford Rd.  
Dartford, Sussex DH3 8EF  
England

Our ref: THUR/40/33  
Your ref: HIK/ND

3<sup>rd</sup> June, 2004

PhotoVideo Wholesale  
1327, Hughes Ave  
Yuba City, CA. 95991  
U.S.A.

For the attention of Ms C Sanders

Dear Madam,

Order No. KHC/69/67

We hereby confirm your order for 300 digital cameras as per your email of 30 May.

We enclose our pro forma invoice as requested and would ask you to notify us as soon as payment has been made. We will then be able to complete your order within a week. We hope there will be no reason for delay of any sort and look forward to doing further business with you.

Yours faithfully  
IMPORT/EXPORT COMPANY

Steve Bohanon  
Export Manager

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