3.2 Building blocks for business communications: Replies to enquiries/Making offers

3.2.1 To say thank you for an enquiry

Many thanks Thank you	for	your enquiry of 2 October **about** our new range of … your interest in our products.

We were pleased to hear that you	are interested **in** our … like our new range of … were impressed **with** our …

3.2.2 To introduce an unsolicited offer

The Bristol Chamber of Commerce has been The Canadian Consulate in Stuttgart has been Ferrars and Brandon Ltd. have been	so kind **as** to give us your address.
May we draw your attention to our special offer for …	

3.2.3 To refer to enclosures or things you are going to send by separate mail

Enclosed you will find As requested, we enclose By separate mail, we are sending you	our latest catalogue and price list	for … quoting prices DAT Singapore …

3.2.4 To make an offer

We are pleased to quote as follows: …		
We would now like to	give you enclose submit	our cost estimate.
We take pleasure **in**	submitting enclosing making	the following quotation: …

3.2.5 To state your terms of delivery and payment

Our prices are	quoted to be understood	EXW Chemnitz. FOB Rotterdam. FCA Düsseldorf Airport. CIF Singapore. DAP Birmingham.

We do business on the basis of payment **by**	sight draft irrevocable (and confirmed) documentary letter of credit **in** our favour, payable **at** … bank.