**PONUKA – OFFER**

Ponuka z vlastnej iniciatívy- Unsolicited offer

Adressing new customers- Nábor u nových zákazníkov

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| Dear Sirs  Your advertisement in ..... (The Business Weekly) has attracted our attention as we are manufacturers of the equipment you require.  You can learn details about our production programme from the enclosed informative brochure. As soon as you let us know your specified requirements we will work out a detailed offer for you.  Should you wish so, we are ready to call on you at any time to discuss all the technicalities involved.  We hope to hear from you soon.  Yours faithfully  Enclosure |

Complementary and alternative phrases

We refer to our meeting at the fair / exposition in .... (London) where you expressed your interest in our export programme.

Our goods are produced in conformity with the newest methods so that they can reach even the highest demands.

We are selling this product to many demanding customers

Our standing customers are companies such as....

When comparing our offer with that of our competitors please take into account our high quality / reliable service / short time of delivery

We are convinced that our goods will find a rapid sale in your market.

Refering to your today´s telephone request I am pleased to offer you the following items

Ponuka zodpovedajúca dopytu- Offer in reply to inquiries

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| Dear Sirs  Your inquiry of 10 June  We were very pleased to receive your inquiry about our ....(Electonic Typewriter)  It may interest you to learn that this machine has proved to be a big success at this year´s ...(London) fair. Its outstanding feature is its versatility, a modern design and a light-weight construction. Our enclosed brochure will provide you with full details about all our models.  Owing to the very large number of orders which we have obtained at the mentioned fair, we are now unable to promise delivery before .... (end of March)  As more orders are coming in, we would suggest that you place your order now.  We will be pleased to receive your order and will give it due attention.  Your faithfully  Enclosure |

Complementary and alternative phrases

We are pleased to note your interest in our special products.

We enclose our offer for the required......(garden tools)

We refer to your visit / our telephone conversation / your fax of ... and wish to offer you: ....

We are pleased to meet your wish and enclose our offer for the spring / summer / Christmas season

Should our offer in some respect not meet your expectations, we will be glad to have your comments

Our offer is informative only

We are sure our offer can stand any competition