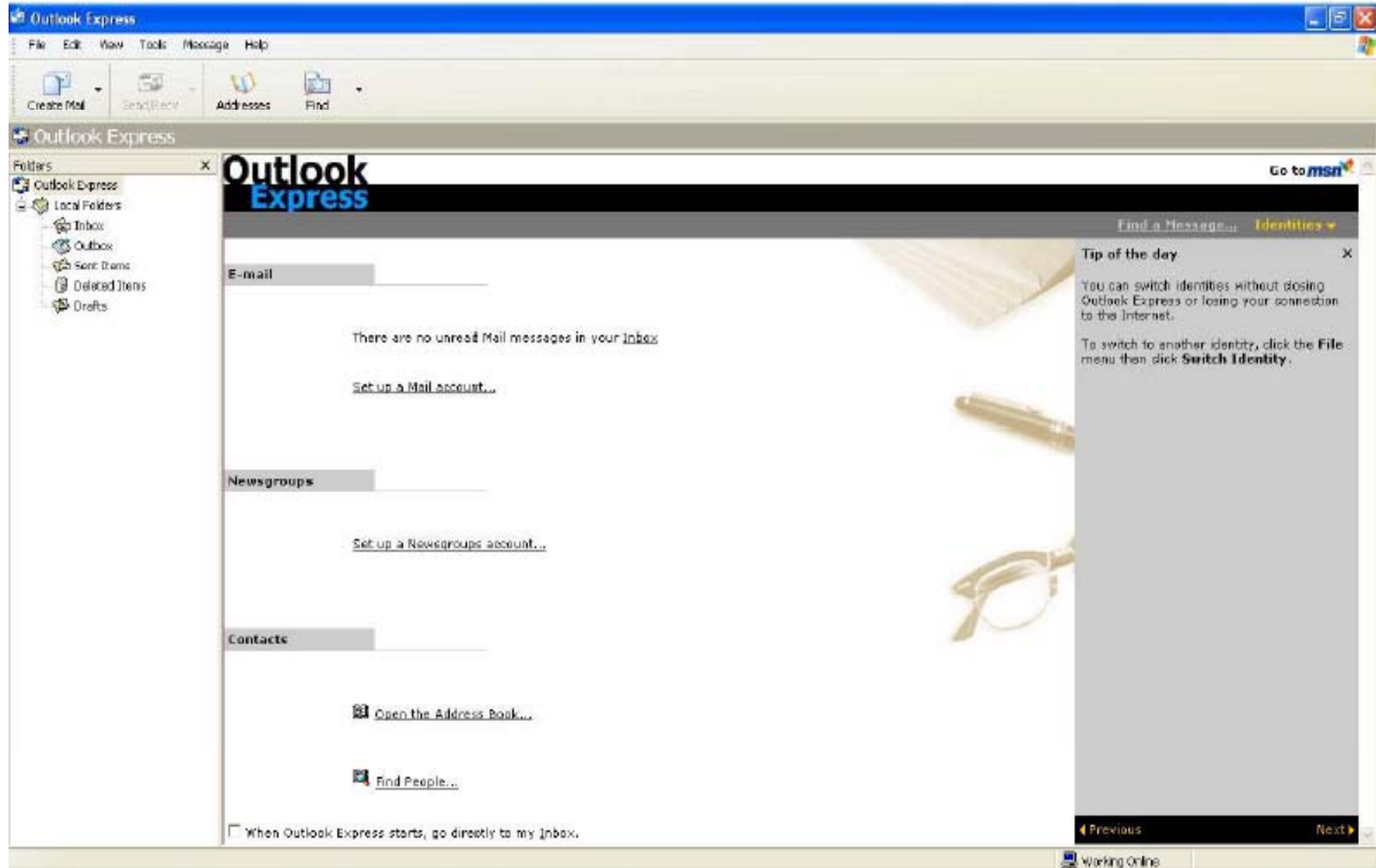


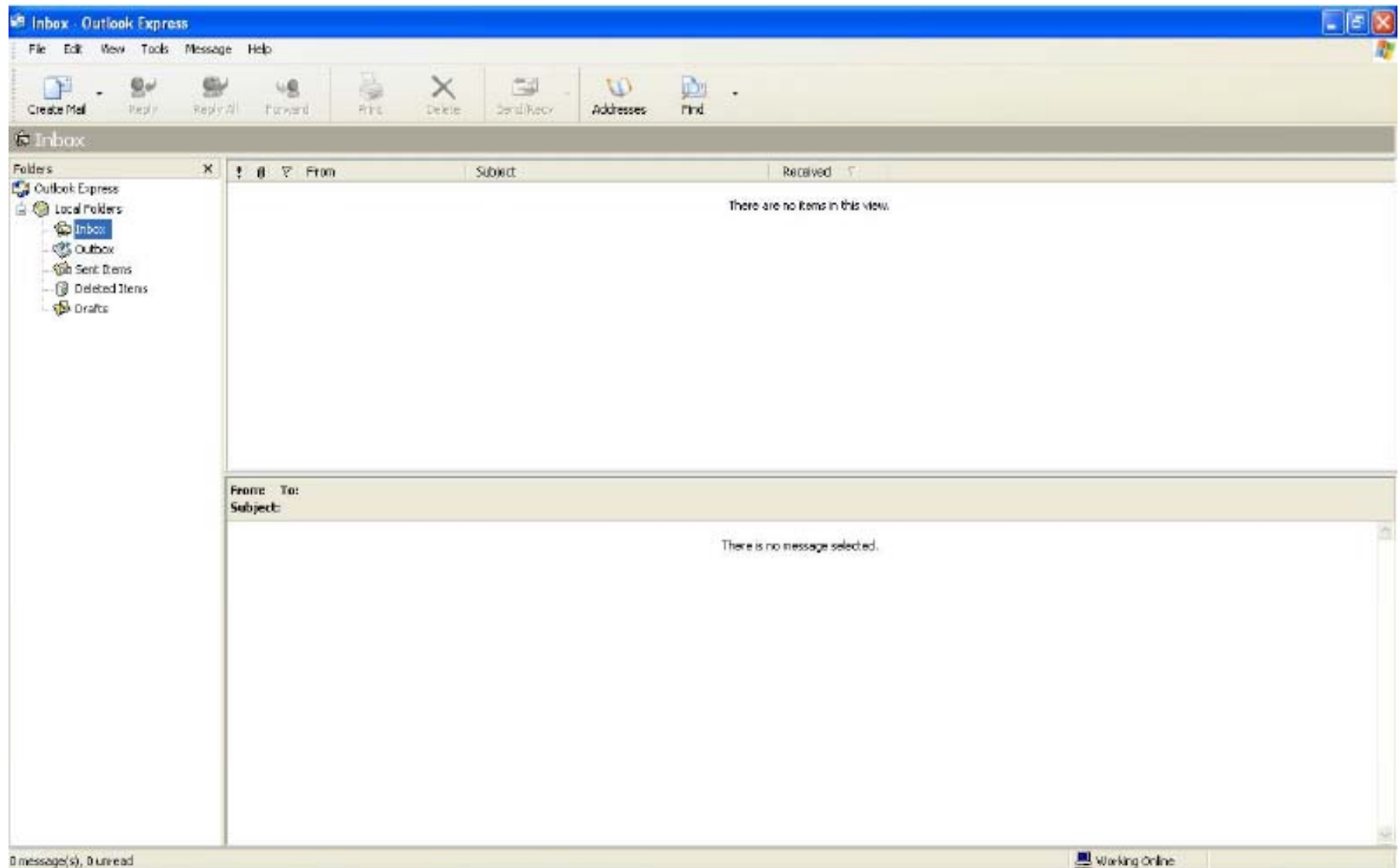


**Business E-mail information.**



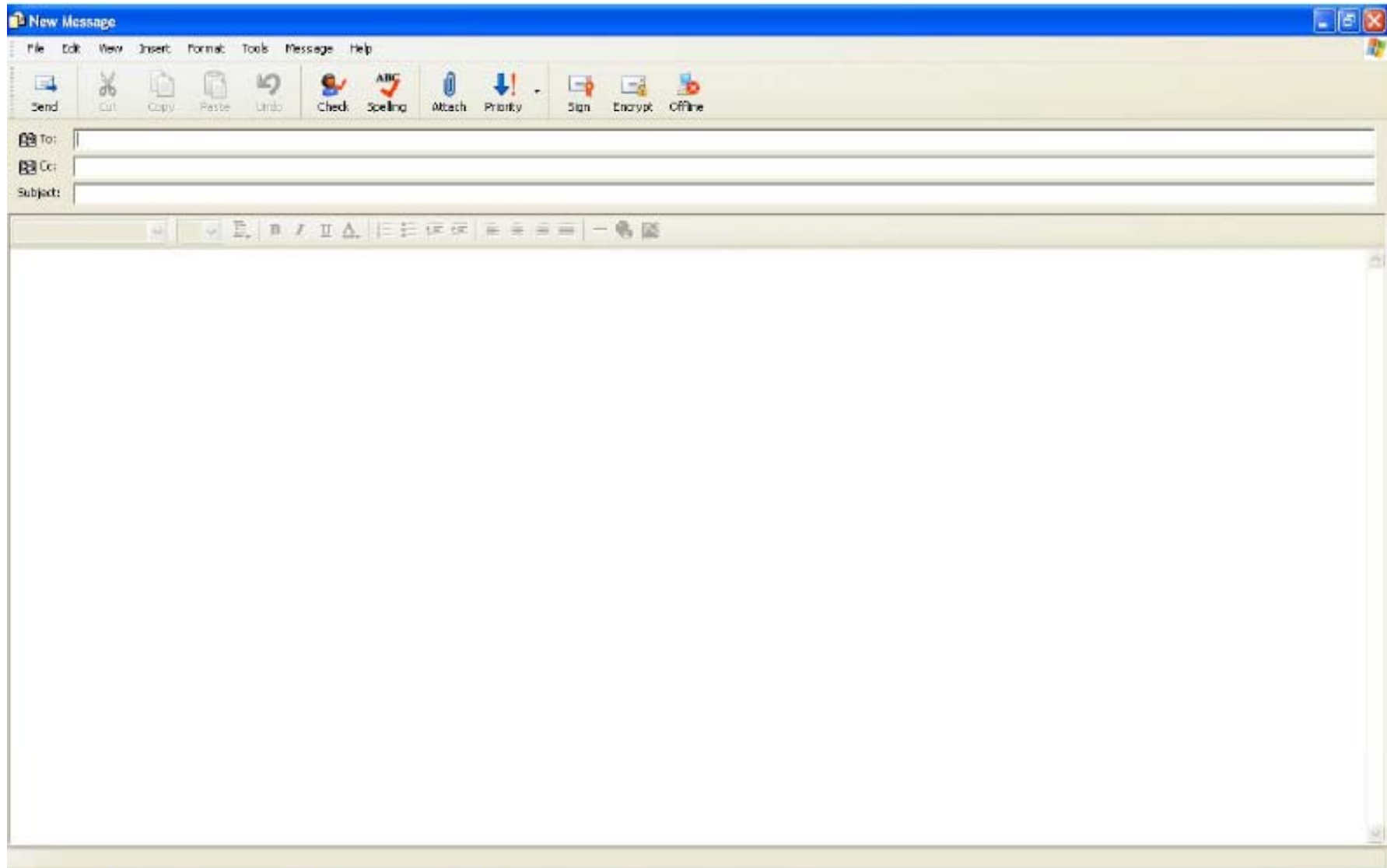


**Business E-mail information.**





**Business E-mail information.**





## **Business E-mail information.**

The screenshot displays an email client window with a menu bar (File, Edit, View, Insert, Format, Tools, Message, Help) and a toolbar containing icons for Send, Cut, Copy, Paste, Undo, Check, Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header shows:

To: Buyer name  
Cc: Director, MD, ETC  
Subject: Introductory mail!!

The email body text is as follows:

Dear Mr/Ms. xxxxxxx,

I have joined ..... with effect from month of February, 2007?. I shall be dealing with you for the Merchandising activities of knit wear division of the company. I assure you quality products & timely shipment.

I believe, you would definitely render your all out assistance and co-operation for establishing the best business relation. If you could kindly give me the forecast of your running and new orders, I could prepare accordingly.

I had already collect your code of conduct narrating guide lines for made and instructions from your Dhaka office and specially thanks our Director sir who gave this opportunity.

We will follow up your account and you get the good feedback in our merchandising team.

With Best Regards  
Merchandise Manger (Marketing)

XXXXXXXXX Ltd.  
Location.....  
Phone: 880-2-00000000, 00000000000.  
Mobile: 880-2-01700000000  
E-mail: .....  
Web: [www.....com](http://www.....com)