296-053-710

**Приложение 1**

**Примеры формальных и деловых писем.**

Mr. John Smith First Manager GMC Co. 45 Abbey Road London Great Britain 2345

Mr. James Hilton  
General Manager  
JMK Co Ltd  
34 Wood Lane  
London  
Great Britain WC2 5TР

1 November 2015

Re: BUSINESS CONFERENCE, 10/11 DECEMBER 2015

Dear Mr. Hilton

I have pleasure in inviting you to attend our special conference to be held at Sheraton Hotel, London on Thursday/Friday 10/11 December 2015.

Waiting for your confirmation asap.

Yours sincerely,

Mr. John Smith

**Reply**

Mr. James Hilton  
General Manager  
JMK Co Ltd  
34 Wood Lane  
London  
Great Britain WC2 5TР

Mr. John Smith

First Manager GMC Co.

45 Abbey Road

London

Great Britain 2345

10 November 2015

Re: BUSINESS CONFERENCE, 10/11 DECEMBER 2015

Dear Mr. Smith,

Thank you very much for your kind invitation to take part in the conference. It gives me great pleasure to accept your invitation.

I look forward to seeing many of my friends there.

Sincerely yours,

Mr. James Hilton

Mr. John Smith First Manager GMC Co. 45 Abbey Road London Great Britain

To: Operating Managers  
Ohio Transport Co.  
135 Industrial Zone  
New York, N.Y.  
11214

12 July 2015

Re: CARGO OPERATIONS INCIDENT.

Dear Sirs,

I regret to inform you about dangerous incident which took place during discharging operations at your cargo operations site in Ohio on Wednesday, 10th 2015.

One of your workers did not manage to control the crane properly while discharging a cargo of steel plates. As a result, two workers of our Company were badly injured and 12 steel plates were damaged.

In view of all this, I consider that Your Company is fully responsible for this incident and all financial expenses related to this case would be at your side.

Waiting for your prompt reply asap.

Yours faithfully,

Mr. John Smith

Clark & Smith Ltd.

67 High street

Ellingham

Suffolk

Our ref 232/2005

Mssrs Frank & Co.

34 Wellington Street

Immigham

Great Britain

4th July, 2005

Re: Car heater sales

Dear Sirs,

We are interested in increasing our range of car heaters and should like to receive information about various models you are producing at present.

We should be obliged if you would send us your latest catalogue and price list monthly.

Yours faithfully,

Clark & Smith Ltd.

Paul Henley,

Manager.

Northern Trade Ltd.

25 Green Street

Cardiff, Wales

Great Britain

Mssrs Western Motors Co.

21st Avenue

Detroit, M.I.

USA

15th July, 2012

Attention: Sales Manager

Dear Sir,

We understand that your firm manufactures and sells motor scooters. We are a wholesale importing house having many customers throughout Great Britain, both in wholesale and retail trades.

Motor scooters are becoming very popular in this country, but we have to point out that the competition is very strong.

We should be glad to receive your illustrated catalogues and price lists. Please quote your keenest export prices.

Yours faithfully,

George Flint

Sales Manager

**Образец написания адреса на конверте.**

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| Northern Trade Ltd.  25 Green Street Stamp  Cardiff, Wales  Great Britain  (*Адрес отправителя*)  Mssrs Western Motors Co.  21st Avenue  Detroit, M.I.  USA  *(Адрес получателя)* |