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Advanced Practical Writing – "Looking for a Product"

Directions: Write a letter to an office supply store. Explain that you are looking for a product, and ask the store to consider carrying it.

Example: Dear Sir or Ma'am:

I have been looking for a desktop shredder which is manufactured by the Shred-it Company. Your store used to carry products by this manufacturer, but recently a store clerk informed me that you no longer stock products from the company. I wonder if you would be able to order a Shred-it desktop shredder for me, or if you would consider carrying Shred products again. Thank you.

With best regards,

Sri Pahlavi