**Task 1:**

**Letter from the confirming bank to the exporters**

**Jan Lindquist, Documentary Credits Manager of the National Bank writes to exporters Bordeaux Wines, informing them that a letter of credit has been opened for them.**

NATIONAL BANK

Boulevard Jobert

3000 Lyon

Tel: + (33)4781234

Fax: + (33)4781244

Email: j.lindquist @nationalbank.co.fr

9 July 20—

Mr. P. Ellision

Bordeaux Wines

70 rue Gaspart- Andre

67003 Lyon

Dear Mr. P. Ellision

L/C No. 340895/ AGL

We are acting on behalf of the London Co-operative Bank, London, and would like to inform you that the above documentary credit for €6,500 has been opened in your favor by your customers Favorite Drinks Ltd. The credit is valid until 12 August and all bank charges have been paid.

Please send the following documents to the above address:

+ Air waybill

+ Invoice for full value of the sale CIF London

+ Insurance certificate

Would you also draw a sight draft for the full amount of the invoice on us so that we can settle this account?

Thank you in advance.

Yours sincerely

Jan Lindquist

Manager, Documentary Credits

**Letter from the exporters to the confirming bank**

**P. Ellision of Bordeaux Wines has made some notes for his reply to Jan Lindquist’s letter. Write out the letter in full.**

-Thanks for advice of 9 July.

-Shipment to Favorite Drinks Ltd now effected.

-Encl shipping documents you request + draft for €6,500

-pl. accept draft and remit proceeds to our account Banque de Lyon, 28 rue Gaspart- Andre, 69002, Lyon.

**Task 2:**

**You are Gustav Fest, the Director of GFM Ltd, Liverpool, United Kingdom, write a reply letter to Mr. Chan, chief buyer of Quick Shops, Cowley, Oxfordshire, England, who has emailed to GMH on 15th August to enquire about some earthmoving equipment he saw at the International Farm Machinery Fair in Bonn. In the reply you:**

- Thank for his concern.

- Will consider substantial discount on orders over Euros 500.000.

- Guarantee for 2 years against normal use.

- Would consider payment by 30 day bill of exchange, D/A (if he could offer 2 referees).

- Can fulfil orders within 3 months.

- Enclose current catalogue and price list

- Further contact