

How To Close a Business Letter

From,
Gold tax Logistics
Koregaon, Pune
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Date:14 April 2019

To,
Dr Allen Chakraborty
Chairman
Panorama Designers
Navi Mumbai
Maharashtra – XXXXXXX

Dear Allen,

I am writing this letter to inform you that Goldtax Logistics will be celebrating 100 years of its establishment. A business summit will also be organized as a part of centenary celebrations where all our business partners will be discussing the future prospects for further progress of the company. New terms for the ongoing partnership will also be announced.

All the information regarding the summit has been enclosed below. For any queries, feel free to contact at 88XXXXXX651 or drop a mail at Goldtax23@yahoo.com. Your presence will be awaited.

Sincerely,

(signature)

John Dsouza



How Do You Close A Business Letter

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