Looking for a Product

Practical Writing Practice

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

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