



Effertz Incorporated

February 15, 2024

MR. DAVID WILLIAMS
General Manager
Suzuki Philippines

Dear Mr. Williams,

I hereby write you a letter to express my strong intention to purchase a new unit of SUV from Effertz Incorporated.

I found an advertisement that the company is offering zero down payment for a brand new Suzuki S-Presso with a 5-year contract. As you may have known, I have been a loyal client of Suzuki Philippines so I am extremely interested to purchase it from your store. However, I would like to avail this unit in cash.

I would be glad to discuss all particulars with you at anytime convenient for you. You may contact me through my mobile number +639123456789 or email me at johnlewis@kyukyu.com.

I look forward to hearing from you soon.

Sincerely,

JOHN LEWIS
Effertz Incorporated