

Dear sirs,

We have seen your advertisement in the **publicação** and should be glad if you could quote us your best terms CIF-**cidade**, for **quantidade** pieces of **produto** number **identificação**, for delivery next **data de entrega**.

Sincerely,

nome
cargo

Dear sirs,

We are enclosing herewith our price list where we have quoted you our most favourable terms for delivery next **data de entrega**.

We are sending you, under separate cover, "samples without value", our complete range of products in production.

We are certain you will find a ready sale for this product and hope to receive yours orders soon.

Sincerely,

nome
cargo

Dear sirs,

Our order **identificação**

We are enclosing our order **identificação** for your attention. Please send us by return a pro forma invoice, so that we can apply for the corresponding Import Licence.

In order to be able to clear the goods at the Customs, we shall need

- Consular Invoice
- Commercial Invoice
- Certificate of Origin
- Bill of Lading
- Insurance Policy

Payment will be made through our issuing an Irrevocable Letter of Credit, in your favour,

through the **banco** in your town, to be valid until **data**.

Upon confirmation of the credit by the bank, the Bank will be authorized to accept your Bill against delivery of shipping documents.

Although we have not done any business with you before, we are a well-known firm and have always honoured our contracts.

Sincerely,

nome
cargo

ORDER FORM

Quality	Model	Quantity	Price	Total
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identificação	modelo	quantidade	preço	preço total
identificação	modelo	quantidade	preço	preço total

Total of order: **preço total** plus shipping costs

Payment: Credit Card **nome do cartão internacional** number: **número do cartão**

Valid until: **data de vencimento do cartão (mm/aaaa)**

Name: **nome que aparece no cartão**

Please, ship this order by **Air mail OU DHL Worldwide OU Federal Express**

Shipping address

To Mr. **Seu nome**

endereço

cidade - estado - país

Zip Code: **informe o CEP**

Please, let me know when this order is processed.

Sincerely,

nome

Dear **nome**,

Your Order **identificação**

Thank you for your letter of **data**. We are attaching pro forma invoice, in triplicate, as requested.

We find that payment through an Irrevocable Letter of Credit is most satisfactory. We shall be ready to ship the goods as soon as the **banco** confirms the credit and shall surrender the documents to the Bank upon acceptance of our promissory note.

Sincerely,

nome
cargo

Dear **nome**,

Your Order **identificação**

Your order **identificação** was shipped yesterday by **transportadora + número de conhecimento**, which will reach **destino** before **data**. The shipping documents were handed to the **banco** in our town.

Best regards,

nome
cargo

Dear sirs,

One of our clients has received an order from **empresa**, of your city, amounting to **quantia**.

Please inform us whether, in your opinion, this credit can be safely granted. Any other information you may have on hand will be highly appreciated.

We thank you for your help and assure you that all information will be treated is strictest confidence.

Sincerely,

nome

cargo

Private and Confidential

Dear sirs,

We have just received your letter of **data**, and are pleased to inform you that **empresa** has been a client of ours for forty years. They are one of the leading firms in **cidade** and have built up a very sound business reputation. Our turnover with them has been growing steadily year by year and we have granted them credits far in excess of the sum you mentioned.

Although this information is given to the best of our knowledge and belief, we cannot accept any responsibility for it and trust that you will treat it in strictest confidence.

Sincerely,

nome
cargo

Dear sirs,

Our letter **data**
Your letter

We regret to inform you that although we sent you a payment of **quantia**, on **data**, which was acknowledged by you on **data**, we have not yet received the first copy of the subscription of your magazine.

You must understand that this delay of **data** is very annoying and we ask you to take the necessary steps to forward to us not only this month's issue but also the copies due as of **data**.

If we do not receive any answer from you within **prazo**, we ask you to cancel our subscription and return the amount of **quantia** through the **dados do banco**.

Sincerely,

nome
cargo

Dear **nome**,

Our order **identificação**

On **data**, we sent you our letter, in which we reminded you that unless our order **identificação** was delivered immediately, we would have to withdraw from the contract.

As we had planned to launch the new **produto** on the market for the Christmas season, we now have no use for them and must therefore ask you to cancel our order.

Sincerely,

nome
cargo

Dear sirs,

Executive Bilingual Secretary

In reply to your advertisement in **publicação** I am enclosing herewith my Resumé for your consideration.

In order to do her job well, an Executive Bilingual Secretary should possess a sound knowledge of languages, the ability to make decisions and get things done. Getting along well with people is a must since she has to deal with her boss and his clients daily. To succeed she must keep on studying to be up-to-date with the language changes and modern technology.

As I have always done my best to acquire new professional skills, I consider myself qualified for the position offered by you.

Sincerely,

nome
endereço
telefone para contato
e-mail

Dear **nome**,

Thank you for your letter applying for the post of Bilingual Secretary. We should be glad if you could come to our office for an interview on **data**, **horário**. If the date is not suitable for you, please contact us by telephone so that we can arrange the interview for another day.

Sincerely,

nome
cargo

nome
endereço
telefone

Date of birth: **data de nascimento**
Place of Birth: **local de nascimento**
Nationality: **nacionalidade**
Status: **single (solteiro) ou married (casado)**

Education:

ano: **especificar curso**
ano: **especificar curso**
ano: **especificar curso**

Professional experience:

texto

Salary Wanted: **texto**

To whom it may concern

nome, **nacionalidade**, **estado civil**, **idade**, **endereço**, worked for our company, as a **cargo**, from **data** to **data**. Having been a continuous good worker, he was able to take over the duties assigned to him with ease.

nome
cargo

Dear sirs,

It is with regret that I tender you my resignation from the position of **cargo** I occupy in this Company.

The reason I leave the **empresa** is that I have been offered a better opportunity with another Company which gives me larger scope for my career development. I have much to thank you for your help and guidance during the years I worked under your supervision.

Sincerely,

nome

Dear sirs,

As you know, I intend to attend the **evento** to be held in **cidade**, from **data** to **data**, and I would like to ask you for a leave of absence for that period.

As the **evento** is of great interest to the Company, I shall, upon your approval, post it to my expense account.

Sincerely,

nome