

Reply to an establish business relations letter (Agreeing)

Dear Mr. Ken,

Thank you for your letter and enclosures of the 5th of this month. We have known of your excellent insurance conditions and shall be delighted to enter into business relations with your company.

As you may know, we are considering providing health coverage for our employees, which half of them are in the aging workforce. We would like to invite you to visit our company on 19th Thursday at 2p.m to discuss further your insurance conditions as well as the premium fee.

I look forward to meeting you.

Yours sincerely,
Ryan,
Managing Director

Reply to an establish business relations letter (Disagreeing)

Dear Mr. Ken,

Thank you for your letter and enclosures of the 5th of this month. We have known of your excellent insurance conditions and quite interested to have you as our potential insurance provider.

However, currently, we are using services from another insurance company. Under the term of the contract, we will review the insurance services every end of September. Please contact us then and we may consider your insurance service.

Thank you.

Yours sincerely,
Ryan,
Managing Director