

Letter Head of Business/Company

Date:/...../.....

To: Whom it may concern

Dear Sir/Madam

**RE: MARKET LETTER FORXXX.....WHO IS A
.....YYY.....PRODUCER**

The above subject matter refers.

We hereby declare our intent to purchase **(Product)** _____
from **(Farmer /company name)** _____
at **(Price/unit e.g E/kg)** _____.

On average we will consume **(Amount e.g. kgs)** _____ of
(Product) _____ per **(Period)** _____. Our payments are to be
expected not later than _____ days after delivery of product.

Furthermore, the preferred transport arrangements for delivery are as follows:

_____.

Yours Faithfully

Name

Position