

# Letter Head of Business/Company

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

To: Whom it may concern

Dear Sir/Madam

**RE: MARKET LETTER FOR .....XXX..... 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:

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Yours Faithfully

Name

Position