

## How To Close a Business Letter

From,  
Gold tax Logistics  
Koregaon, Pune  
Maharashtra – 41XXX6  
88XXXXXX651  
Goldtax23@yahoo.com

Date:14 April 2019

To,  
Dr Allen Chakraborty  
Chairman  
Panorama Designers  
Navi Mumbai  
Maharashtra – XXXXXX

Dear Allen,

I am writing this letter to inform you that Goldtax Logistics will be celebrating 100 years of its establishment. A business summit will also be organized as a part of centenary celebrations where all our business partners will be discussing the future prospects for further progress of the company. New terms for the ongoing partnership will also be announced.

All the information regarding the summit has been enclosed below. For any queries, feel free to contact at 88XXXXXX651 or drop a mail at Goldtax23@yahoo.com. Your presence will be awaited.

Sincerely,

(signature)

John Dsouza