



**PROFESSIONAL COMMUNICATION SKILLS
(UHLB3132)**

**CORRESPONDENCE ACTIVITY 2:
INQUIRY EMAIL**

NAME	MADINA SURAYA BINTI ZHARIN
MATRIC NO.	A20EC0203
SECTION	51

Subject: MS Company | Products and Services Inquiry: Custom-made Kitchens

Dear Sales Department of HANS Kitchen,

I am Madina Suraya, Manager of MS Company. Our company is well-known in the fashion industry. We found out about your services from an internet advertisement.

Most of our employees will return to work at the office now that the government has relaxed the Covid SOP, and we want to renovate the pantries at all our branches. There are five branches in total. All staff members of various ages, including those with disabilities, should suit the pantries. The area should be large, with enough social space. Thus, we would like to do a custom order. It would be great if you could send me a catalogue containing all your current kitchen designs for us to make a survey.

We would appreciate it if you could set up a meeting to discuss further about the designs and price quotation as this would be a large order. Feel free to contact me through email or call me at 012-3136850. Thank you for your time and I look forward to hearing from you.

Best Regards,
Madina Suraya