

Official letter used in business-to-business agreement

Dear Ms. Gomez,

This letter serves to confirm our verbal agreement made on August 2nd, 2025, during our phone call regarding the sale of 500 units of the GPX-A model power inverters.

As agreed, your company will purchase the items at AED 195/unit with a 20% advance payment and balance payable upon delivery. Expected delivery date is August 25th, 2025.

Kindly respond to this letter to formally acknowledge the terms discussed. Upon confirmation, a formal invoice will be issued.

Respectfully,

Thomas Liu

Sales Manager, VoltCore Industries

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