London, July 15, 20…

 Machimport Ltd

 Moscow

 Dear Sirs:

 We refer to the resent discussion we had with Mr. Stepanov on the possibility of our supplying “Machimport Ltd” with machines manufactured by our company and distributing Russian machine-tools in Great Britain.

 To examine this matter in detail our Managing Director Mr. James Robinson is prepared to travel to Moscow at the beginning of August, 19… and have personal discussion with members of “Machimport Ltd”.

 At the suggestion of Mr. Stepanov we enclose a list of point which we would like to be discussed in Moscow.

 We look forward with interest to your reply.

Yours faithfully

Enclosure