

## Looking for a Product



### Practical Writing Practice

**Directions:** Write a letter to an office supply store. Explain that you are looking for a product, and ask the store to consider carrying it.

**Example:**

*Dear Sir or Ma'am:*

*I have been looking for a desktop shredder which is manufactured by the Shred-it Company. Your store used to carry products by this manufacturer, but recently a store clerk informed me that you no longer stock products from the company. I wonder if you would be able to order a Shred-it desktop shredder for me, or if you would consider carrying Shred products again. Thank you.*

*With best regards,  
Sri Pahlavi*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---