

# **International Business Correspondence Course**

## **General Information**

Organizer: Tamin Beyn Almelal Ramesh Arta Co.

Suggested Duration: 6 sessions of 3 hours (total 18 hours)

Location: At company site or client location

## **Course Topics**

- Structure of professional business emails
- Inquiries, quotations, ordering, shipping, and complaints
- Real-case email analysis in the field of industrial equipment and spare parts

## **Certificate**

Participants will receive a certificate from Ramesh Arta Company (suitable for industrial project submissions)

## **More Information & Registration**

Website: [www.tabramachine.com](http://www.tabramachine.com)

Email: [info@tabramachine.com](mailto:info@tabramachine.com)