Q.) Type the following Business Letter in proper form and observing the following instructions.

a) Heading of the Company should be in Centre and in BLOCK CAPITAL letters.

b) Address of the Addressee in BLOCK STYLE (Use mail merge insert fields according to give style.)

c) Use INDENT style for paragraphs.

d) Complimentary should be at the Left Hand Side.

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Navodaya Book Sellers & Publishers ........ Karl Marx Road ........ Vijayawada-2. ........ Email : navodaybook@gmail.com Telephone : 0599 – 265666 …….. Ref. No : NBSP/234/2014 Date : 28th Dec., 20l4 …….. To, …….. J. D. Murthy, ........ Professor of English, ........ Andhra University. To, …….. R. D. Tata, ........ Professor of English, ........ South Andhra University.…….. Sub : Publication of English Books. …….. Reference : Our Letter no. 2156 Dated 25 Nov. 2014. …….. Dear Sir, …….. You might have heard about our publication and we have been the leading publishers educational as well as books of general interest. We have already published a number of books on different subjects. …….. We are now interested to publish a series of good books on English language. …….. One of our colleague has asked me to consult you for this purpose and he has told me that you are an expert in writing good grammer books. As a result, I am writing this letter. We know there have been a good number of books on the subject on the present day market. But we feel there is still scope for some more good books. We are confident that you have the ability to take up such a difficult task. …….. So, we request you to write some useful books for our publication. …….. Thanking you, …….. Yours Sincerely, …….. For Navodaya Book Sellers & Publishers …….. Secretary …….. Encl : Nil