**Q. 1) 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 INDENT STYLE (Use mail merge insert fields

according to give style.)

c) Use BLOCK STYLE for paragraphs.

d) Complimentary should be at the Right Hand Side.

Prima Trading Corporation ........ 53, North Sadar Bazar, ........ Hydarabad …….. Eamil : ptc@gmail.com Web : www.ptc.org Phone : 02569 -369852 …….. Ref. No. : PTC/100/20-11-12 Date : April 15, 2012 …….. To, …….. Messers Malkhare & Sons, …….. Veer Savarkar Chowk, …….. NADIAD-387 001 …….. Shivani Trading Company …….. 12, Somwar Peth …….. Pune -01 …….. Subject : Issue of R.A. Bill and Clearance of EMID …….. Reference : Our previous letter dtd. 14/03/2012 …….. Dear Sirs, …….. It is very unfortunate that in spite of several remainders you have neigher settled your overdue account with us, nor replied to any of our letters. This forces us to conclude that you have no inclination to pay. …….. Under the circumstance we have no alternative but to put the matters in the hands of our lawyer and we cannot take any responsibility for the consequences. …….. This is the last warning from our side, the next step will be that our legal adviser will send you a legal notice. …….. Yours faithfully, …….. For Prima Trading Corporation …….. Manager …….. Encl : As above