**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 INDENT style for paragraphs.

d) Complimentary should be at the Right-Hand Side.

M/S. P. DASGUPTA PVT. LTD. ........Tejas 87/7, Guruwar peth, ........ Pune ........

Telephone: 020 – 2451785 Telefax : 020-2459865 Email : pdasgupta@gmail.com

........ Ref. No.: DPL/87/2000 Date : 11 Nov. 2000........To, ........ The Principal, ........Umed Andh Apang Sansta Kothrud, ........ Pune 400 012. ........ The Headmistress, ........ Utkarsha Handicap Sansta ........ Sinhaghad Pune. 400 015

Subject : Sale of Hearing Aids. ........Reference : Your letter No. UAAS/40 of 3rd instant. ........ Dear Sir, ........We invite your attention to our advertisement in Daily Sakal inviting tenders for sale of old Hearing Aid Machines. ........ All the tenders will be opened on the 28th instant. There is a sub-committee appointed by us to scrutinize all the tenders and approved one of them which is suitable one. You know that all the rights are rested with the sub-committee. The tenders of the highest price will be accepted. This procedure will be in the best interest of the company. ........We will try our level best to show preference to your application simply because of your work in this Social Field. It, however, goes without saying that if your quotation is highest quotation, it may be accepted. ........As soon as your tender gets acceptance, we will inform you accordingly. ........ Thanking you, Yours faithfully, ........For P. Dasgupta Pvt. Ltd. ........ Secretary........Encl : Nil