Q. 1) Type the following business Letter in proper form observing the following instructions?

(a) Heading of the Company be in the Centre of the line and in Block Capital Letters.

(b) The address of the addressee in „Block Style‟.

Use mail merge insert fields according to given style

(c) Paragraphs should be “Block Style”

(d) "Complementary close‟ should be at Right Hand Side. (Set Left Indent 3.5 and Center Alignment)

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NAVNEET PUBLISHERS ........ 456, North Shreeram Wadi, ........ RAJESTHAN ........ E-mail : navneet@radiffmail.in Website : www.navneetprak.com ........ Ref. No. : SP/PL/168 Date : 15th December, 2012 ........ To, ........ Bkc News Agency, ........ 87, Sadashiv Peth, ........ Pune : 10 ........ Dash News Agency ........ 203 Vishrambaug lane, ........ Nashik : 422 001 ........ Subject : Price List ........ Reference : Your Letter No.: DKSNA/PL/345 ........ Dear Sir, ........ Thank you so much for your letter of inquiry of the 20th November, 2012. We are glad to note that you have also started selling books, and wish you all the success in this your new enterprise. ........ We are sending you our catalogues and prospectus of all our publications by separate post. We shall also enclose the circulars giving full details of our trade terms. ........ Besides our own publications, we are also in a position to supply to brought out by other different publishers in the country. Let us know from time to time what type of titles you require and we shall be glad to quote for them. Now, you are in our mailing list and we shall send you details of all our future publications ........ We await your order and wish you all the best. ........ Yours faithfully, ........ Manager ........ Encl. : Nil