(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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CENTRAL BOOKS SUPPLIERS …….. 301, Orchard Road …….. BANGALORE …….. E-mail : abhyudaybk@google.com Website : …….. www.abhudaysupplyers.com …….. Ref. No. : ABSC/223/12-13 Date : 11th April, 2013 …….. To, …….. The Manager, …….. Arun Books Pvt. Ltd., …….. New Delhi …….. The Manager, …….. Central Book Depo …….. Nashik …….. Subject : Enquiry about books on sale or return basis …….. Reference : Your advertisement in magazine ‘Prahaar’ …….. Dear Sir, …….. We have been engaged in the business of selling books, newspapers and periodicals for the last 8 years and are sole agents for the sale of a couple of reputed magazines and periodicals in the area. …….. In recent times, we have received several enquires about your books in Chinese and English about technical subjects which you have given advertisements in magazine „Prahaar‟ and comics. We are interested in stocking and selling these books as well. Therefore, please send your latest catalogue price list and trade terms. …….. Please let us know if you can supply us your books on technical subjects and comics for children „on sale or return‟ basis. We would like to have your books on credit and for that purpose we can provide you a couple of excellent bank and trade references. We shall clear your account every two months. …….. Yours faithfully, …….. Sales Manager …….. Encl. : Nil