

Resident's Welfare Association
Nehru Colony, Jawahar Nagar
Coimbatore

September 10, 2018

Water works Department
Moorthy Complex
Bapunagar
Coimbatore

Dear Mr. Rohan Kumar,

Subject: Complaint regarding shortage of water.

I would like to inform you that our colony did not have any water supply on 8th of this month and we had to face acute water shortage due to this. I contacted your office on 8th September at 10:00 a.m. and the person at the receiving end informed us that the water supply was cut off in some areas because of some problems in pumping. But he ensured that the supply would resume by 5 p.m. To our dismay, we could not receive water on that day. Hence, we would like to bring this problem to your notice. The complain letter signed by all the residents of this colony is enclosed.

Please look into the matter and take necessary action. You are also requested to instruct your office to give prior intimation in case of not supplying water on a particular day.

Hoping for a prompt action.

Regards
Sincerely,

Ram Gupta
President
Resident's Welfare Association

Enclosure: A copy of a complaint letter.

September 13, 2018

To
The Head
Physics Department
SVNIT, Surat

Dear Sir

Subject: Requesting to grant one week leave.

I am a student of M.Sc. Physics, semester I. I would like to inform you that I will not be able to attend classes from 17 to 21 September, 2018 as I am to appear for my NDA examination which is scheduled on 17 and 20 September. I will resume college from 24 September. Hence, you are requested to grant me one week leave.

Sir, I am well aware that my mid semester exam is round the corner and you expect me not to miss any class. But the NDA exam is also important for which I have been preparing for one year. However, I assure you that I will be equally concerned about mid sem exam and will perform well.

I will be obliged if I am allowed to go on leave.

Thanking you in anticipation

Yours sincerely

Shyam Mishra
Gajjar Bhavan Hostel
SVNIT Campus
Surat – 395003

The above letter is the Leave Application letter in Full block format.

Institute of Business Management & Research

Sector-56, Gurgaon Delhi

Ph: 0124-41424344, Fax: 0124-43464749

Email: deanacad@ibmr.edu.in

10 September 2018

Mr. Suresh Menon
General Manager (Business Development)
LG Electronics Ltd.
Plot No. E-456, Mohan Industrial Estate
Okhla, Mathura Road
New Delhi-110038

Dear Mr. Menon

Subject: To inquire about LCD projectors.

I would like to inform you that we run a large technical institute in Gurgaon with 800 students in various professional courses. To make our classroom lecture delivery effective, LCD projectors need to be installed in each class. With regard to this, we would like to know more about the newly launched LCD projector by your company.

We have already gone through your website and other sources to get detailed information on the product, but have not been able to find the exact information we are looking for. Hence, you are requested to provide us with the following information about the said product.

1. Limitations of your product
2. Time period of constant use
3. Colour combination function
4. Durability

We would appreciate technical and objective information which will help us to come to a decision with respect to this product.

Looking forward to an early response.

Sincerely,

Dr. Rameshwar Kumar
Dean, Academics

Institute of Business Management & Research

Sector-56, Gurgaon Delhi

Ph: 0124-41424344, Fax: 0124-43464749

Email: deanacad@ibmr.edu.in

18 September 2017

Purchase Manager
LG Electronics Ltd.
Plot No. E-456, Mohan Industrial Estate
Okhla, Mathura Road
New Delhi-110038

Dear Sir

Subject: To place an order of twenty LCD projectors.

We have received your letter of 13 September regarding the quotation of LCD projectors. We thank you for the same.

You will be glad to know that we have decided to place an order of twenty LCD projectors from your company. The terms and conditions will be the same as per our previous order; that is cash on delivery. Please note the extra condition with this batch of order; that is, the order must be delivered on or before 1 October, 2017. Please confirm that you have received this letter by calling us within business hours from Monday to Friday.

We appreciate the early delivery of the said items. Thank you for your cooperation and I look forward to hearing from you soon.

Regards

Sincerely

Dr. Rameshwar Kumar
Dean, Academics