**Letter to Editor**

|  |
| --- |
| **Senders Address:-**  **Name of City:** |

**Date:**

|  |  |
| --- | --- |
| **Addressee’s Address:**  **or**  **Receiver’s Address** | **Designation** |
| **Address** |
| **Area & City** |

|  |
| --- |
| **Subject** |

|  |
| --- |
| **Salutation** |

|  |
| --- |
| **Beginning ( Reason for writing)**  **Relevant Detail**  **Expression of Gratitude**  **Complimentary close** |

|  |
| --- |
| **Subscription** |

**(JOB APPLICATION)**

**FORMAT & SAMPLE:**

**132, Jugmug Vihar**

**Gurgoan**

**15January, 2013**

**The Manager,**

**Ranbaxy Chemical Ltd,**

**C-82 Industrial Area,**

**Roop Nagar.**

**Subject: Application for the Post of Medical Representative.**

**Sir**

This is with reference to your advertisement dated \_\_\_\_\_\_\_ in \_\_\_\_\_\_\_newspaper for the post of \_\_\_\_\_\_\_\_\_\_ in your company. I wish to submit my application for the same.

I am a young, healthy & energetic boy of 35 years. I am working as M.R in a local company for the last two years. I possess a \_\_\_\_\_\_\_\_\_ degree in \_\_\_\_\_\_\_\_\_. In addition to this, I have an excellent command over the language.

If given a chance in your esteemed institution, I would leave no stone unturned to work for the benefit of your esteemed organization.

I am enclosing my resume/or my resume is enclosed herewith for your kind consideration & perusal.

Yours Sincerely,

**BIODATA**

* + - 1. **Name:**
      2. **Father’s Name:**
      3. **Date of Birth**
      4. **Address**
      5. **Contact Details**
      6. **Educational Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Standard** | **Board/ University** | **Year** | **c** | **Subjects** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* + - 1. **Professional Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Name of Course** | **Year** | **Name of Org.** |
|  |  |  |  |
|  |  |  |  |

* + - 1. **Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Name of Org.** | **Year** | **Designation** |
|  |  |  |  |

* + - 1. **References**
      2. **Hobbies**

**Letter of Enquiry**

39, Vasant Vihar,

Shimla

15December,2013

The Director

Central Institute of Art & Craft

New Delhi.

**Subject: Enquiry about Fine Arts Course**

Sir

With reference to your advertisement in the ‘The Tribune’ dated 10 December,2013 regarding 2 years diploma course in Fine Arts, I would like to solicit some information about the same.

I am studying in class XII and I am interested to join this course .I would appreciate if you send me the following details or I would be obliged if you send me the following details about the course, (write in paragraph)

1. Date of the commencement of course.
2. The fee/Cost of the course.
3. The arrangement of boarding & lodging for out stationed students.
4. Concession in fee for promising students.

I am enclosing herewith a demand draft of Rs. 1000/-. I shall be grateful for an early response.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_

Enclosure: Demand Draft of Rs. 1000/-

**Letter of Complaint**

**FORMAT & SAMPLE:**

**29, Gandhi Nagar**

**Patna**

**20 January, 2013.**

**The Manager**

**M/s Computer House,**

**34, The Mall,**

**Patna.**

**Subject: - Complaint Regarding Laptop**

Sir

This is to apprise you with the fact that I Purchased a Laptop P-7 of Dell from one of your leading stores vide bill no. C-342 dated 2 January, 2013 worth Rs. 48000/-. I regret to inform you that the Laptop has started giving me troubles.

The Laptop worked/functioned well for a fortnight but I regret to inform you that the laptop is not functioning well. The screen goes blank for a while & then contrast increases automatically. The Key Pads are very hard.

Therefore, I would like to request you to send a technician to attend to the fault and if the fault is beyond repair, then it should be immediately replaced since it is still under the warranty period. You are requested to replace the defective piece.

Looking forward to your cooperation.

Please find enclosed the photocopy of the bill.

Yours sincerely

Anand Sinha

Enclosure: Photocopy of the bill.

**Placing Orders**

**In charge of Computer Stationary**

**St. Peters High School**

**January 25, 2013**

**26 December, 2013**

**The Manager**

**M/s S.G. Computers,**

**Karol Bagh, Delhi**

**Subject: - Placement of Order for Canon Photo copier machine**

Sir

With reference to your brochure, I, Ram, the Incharge of St. Peters High School would like to place an order for Photocopier machine.

Our School requires standard Photocopier machine for the use of office. I am glad to say that our dealings with you have been very nice and you have always executed the order placed by us promptly. Kindly send us the photocopy machine as mentioned below.

**S.No. Item Quantity**

1. Canon Photocopy Machine 01

The usual discount of 10% that you have been giving to us should be given this time also. I would also like to request you to pay attention to the packaging of the item. I am enclosing herewith a Demand Draft of Rs. 5000/- as advance payment.

Looking forward to your cooperation.

Yours Sincerely/Truly

Ram Parkash

Enclosure: Advance Payment Demand Draft of Rs 5000/-.

**Report for Magazine**

**FORMAT:**

|  |
| --- |
| **Heading**  **(By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**  **CONTENT:**  **Past Tense**  **4 W’s : What, When, Why , Where**  **General Opinion** |

**Report for Newspapers (100-125 words)**

**FORMAT:**

|  |
| --- |
| **Heading**  **(By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**  **Day, Date**  **Place**  **CONTENT:**  **Past Tense**  **5 W’s : What, When, Why , Where & Witness**  **General Opinion** |

**Article Writing**

**FORMAT:**

|  |
| --- |
| **Heading**  **(By \_\_\_\_\_\_\_\_\_\_\_\_)**  **Para 1: Introductory Para**  **Para 2: Reasons/Causes**  **Para 3: Effects----Pros and Cons**  **Para 4: Conclusion with suggestions** |

**Speech**

**Format:**

Good Morning

Respected Principal, teachers and my dear friends. Today, I \_\_\_\_\_\_\_\_\_, stand before you to express my views on the topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Give introduction of the topic

**Para 2: Reasons/Causes**

**Para 3: Effects----Pros and Cons**

**Para 4: Conclusion with suggestions**