Assignment - NO-1

- As the purchase Manager of your company, you had ordered 20 laptops from Dell Company, 216 s.V. Road Bandra, mumbai 400050 when the consignment arrived; you jound give of the piece in a damaged condition. Write a letter to the Sales manager Claiming Suitable adjustment.

 Decide what form of compensation ladjustment you want.
- A computer institute in Bangalore has advertised a special vacation training programme in Advanced Animation for engineering students which you wish to attend. Draft a letter of inquiry requesting details of the programme including accomadation facilities for outstation students. Draft the letter in (full block format)
- hotel. The consignment reached you two weeks later than the specified date and the febric is not of theat quality you had ordered. Droft a letter of complaint asking the manufacturer to replace the world whole consignment using the block format.

9-4 Being a Student, You want a provisional certificate from collège for your further requirment, write an email to sticleark, sv. clerk; Registrar and principal (in BCC) mount or occount income file of the piece in a danger to with their examples. a little to computer in intelligible in integration A ! the family begins the million appropriate parameter mortismous to be better of their your distributes and the propositions afort preminers site is distable populary or Asimpal to white to the telephone of the month terminan Character photo Mars of toffer model Metres in oxider