

Date	Unit No.	Lecture No.	Faculty	Subject Name	Subject Code	Main Topics:-
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Composition

* Business letter writing and Job application:-

The business letter is basic means of communication between two companies

* Order letters:- These letters are used for ordering. These letters can be used as a legal documents to show the transition b/w the customer and vendor.

* Inquiry Letter:- A letter of inquiry is written to enquire about a product or service.

* Sales letter / offer letter:- sales letters are written to advise and promote the product.

Sample:-

Respected Sir
Are you Tired with you old printer? does it sound alot
HP is launching 6x04 x7 modal printing and fax simultaneously
Yes! Both.

* Complaint letter:- A complaint letter is written to tell someone that an error has occurred that needs to be corrected as soon as possible

* Credit letters

* Letter to editor

Ex Job Application

Sample Letter:-

Respected Sir,

30, I came to know the vacancy exist in you esteemed Company for the post of manager in the daily newspaper of India dated - 24/2/22. I offer my services for the same.

~~I offer my services for~~

I am a master degree holder with the skill set in the area of web development.

Awaiting for the positive Response.

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Letter

Sender Address (Format)

E-mail

Date -

25, feb 2022 or february 25, 2022

Receiver Address

(* In application remove sender Address)

72/275 behind Pakodiya Mahadev Temple

Kala Gulaab, Thandi Sadak

Datiya (M.P) - 302020

Mobile NO. - 9876543210

R. Respected sir:

Subject: