

E-mail & Letter Writing

1. Write an email of Inquiry for the purchase of laptops for your organization.

To: delltechnologies@gmail.com

From: vpmp@gmail.com

Dear Sir / Madam

With reference to the above subject, I would like to invite **quotation / price-list** of 50 laptops as per the following specifications:

No.	Specifications
1.	Screen 15'
2.	RAM 8 GB
3.	HARD DISK 1 TB
4.	Processor i10

Kindly provide your quotation along with terms and conditions within 30 days.

Thank you.

Yours truly

Amar Mishra

VPMP POLYTECHNIC, GANDHINAGAR

1. Write a letter of Inquiry for the purchase of laptops for your organization.

VPMP Polytechnic
LDRP Campus
Sector-15
Gandhinagar

Nov. 16, 2021

Dell Technologies
Ashram Road
Ahmedabad
Subject: Letter of Inquiry for laptops.
Dear Sir / Madam

With reference to the above subject, I would like to invite **quotation / price-list** of 50 laptops as per the following specifications:

No.	Specifications
1.	Screen 15'
2.	RAM 8 GB
3.	HARD DISK 1 TB
4.	Processor i10

Kindly provide your quotation along with terms and conditions within 30 days.

Thank you.

Yours truly

Amar Mishra

E-mail & Letter Writing

2. Reply to Inquiry

On behalf of Modern Tools, Chennai draft an email of Reply to Inquiry.

From: moderntools@gmail.com

To: skauto@gmail.com

Dear Sir/Madam

Thank you for your letter of Inquiry. We are happy to inform you that we will be able to execute / send your order as per the following conditions:

- (1) Advance payment of 80% of total bill
- (2) Freight (Transport) charges extra
- (3) 30 days of time for sending the order
- (4) Validity of quotation is 45 days only.

We hope that you will find our quotation reasonable. We look forward to receiving / expect to receive your order soon.

Thank you.

Yours truly

L. K. Nair

On behalf of Modern Tools, Chennai draft a letter of Reply to Inquiry.

Modern Tools
M. G. Road
Chennai

Nov. 16, 2021

S.K. Automobile
Alkapuri
Vadodara
Subject: Reply to Letter of Inquiry.

Dear Sir/Madam

Thank you for your letter of Inquiry. We are happy to inform you that we will be able to execute / send your order as per the following conditions:

- (1) Advance payment of 80% of total bill
- (2) Freight (Transport) charges extra
- (3) 30 days of time for sending the order
- (4) Validity of quotation is 45 days only.

We hope that you will find our quotation reasonable. We look forward to receiving / expect to receive your order soon.

Thank you.

Yours truly

L. K. Nair

3. Order Letter

*** Draft an e-mail for placing an order for stationery items for your office.**

From: vpmp@gmail.com

To: navneet@gmail.com

Subject: Order for Stationery items.

Dear Sir / Madam

Thank you very much for your quotation / price-list of stationery items. We are pleased / happy to place an order for the stationery items as per the attached list. We have also attached a cheque for Rs. 86,000/- as an advance payment.

We look forward to receiving / expect to receive the order soon.

Thank you.

Yours truly

N. K. Joshi

VPMP POLYTECHNIC, GANDHINAGAR

*** Draft a letter for placing an order for stationery items for your office.**

VPMP Polytechnic
LDRP Campus
Sector-15
Gandhinagar

Nov. 15, 2021

Navneet Stationery
Gurukul Road
Ahmedabad

Subject: Order for Stationery items.

Dear Sir / Madam

Thank you very much for your quotation / price-list of stationery items. We are pleased / happy to place an order for the stationery items as per the attached list. We have also attached a cheque for Rs. 86,000/- as an advance payment.

We look forward to receiving / expect to receive the order soon.

Thank you.

Yours truly

N. K. Joshi

4. Complaint Letter

Draft an email of complaint to Swagat Furnitures asking for compensation as you found some of the pieces of furniture delivered in damaged condition.

From: apexlimited@gmail.com

To: modernfurniture@gmail.com

Subject: Damaged order / furniture.

Dear Sir / Madam

We have placed an order for the purchase of office stationery on October 3, 2021. However (But), when the furniture arrived at our office, we found that 33 chairs are in damaged condition. Therefore, we request you to cancel our order and compensate the amount of the chairs at the earliest.

We look forward to hearing from you soon.

Thank you.

Yours truly

H. M. Patel

Draft a letter of complaint to Swagat Furnitures asking for compensation as you found some of the pieces of furniture delivered in damaged condition.

Apex Limited
Nr. National Highway
Surat

Nov. 6, 2021

Modern Furniture
Nariman Point
Mumbai

Subject: Damaged order / furniture.

Dear Sir / Madam

We have placed an order for the purchase of office stationery on October 3, 2021. However (But), when the furniture arrived at our office, we found that 33 chairs are in damaged condition. Therefore, we request you to cancel our order and compensate the amount of the chairs at the earliest.

We look forward to hearing from you soon.

Thank you.

Yours truly

H. M. Patel

4. Adjustment Letter

You have received a complaint letter from Swagat Infotech regarding the delay in the execution of their order. Draft an email of Adjustment.

From: lenovaindia@gmail.com

To: swagatinfotech@gmail.com

Subject: Adjustment letter.

Dear Sir / Madam

We are sorry for the delay in the execution of your order of 80 laptops. This delay has been caused due to the strike of the transporters all over India. This has created the delay in the execution of other orders also. However (But), we have decided to send your order through postal service, which will reach you in three working days.

We sincerely apologise to you for the delay and assure you of our best services in the future.

Thank you.

Yours truly

B. K. Mehta

5. Anand Joshi, a student of 6th semester, write a request letter to Gujarat Industries, Narol, Ahmedabad for internship placement.

Anand Joshi
Mechanical Engineering Department
VPMP Polytechnic
Gandhinagar

Nov. 21, 2021

The Manager
Gujarat Industries
Narol
Ahmedabad

Subject: Request for Internship placement.

Dear Sir / Madam

I am Anand Joshi studying in the 6th semester in Mechanical Engineering department. As a part of the GTU syllabus, I have to undergo internship placement for the period of 6 weeks. In this regard, I request you to provide me an opportunity in your company for the internship. I assure you that I will follow all the rules and regulations of your company.

I am awaiting for your favorable reply.

Thank you.

Yours truly

Anand Joshi

VPMP POLYTECHNIC, GANDHINAGAR

6. Write a letter to your Head of Department requesting leave for 7 days.

Sanjay Mishra
Mechanical Engineering Department
VPMP Polytechnic
Gandhinagar

The Head of Department
Mechanical Engineering
VPMP Polytechnic
Gandhinagar

Subject: request for one week leave.

Dear Sir

I request you to grant / sanction one-week leave from Dec. 1 to Dec. 7, as I have to attend a marriage function in my family. I will rejoin my classes from Dec. 8.

Thank you.

Yours truly

Sanjay Mishra