1. Write an email of Inquiry for the purchase of laptops for your organization.
2. On behalf of Modern Tools, Chennia draft an email of Reply to Inquiry.
3. Draft an e-mail for placing an order for stationery items for your office.
4. Draft an email of complaint to Swagat Furnitures asking for compensation as you found some of the pieces of furniture delivered in damaged condition.
5. You have received a complaint letter from Swagat Infotech regarding the delay in the execution of their order. Draft an email of Adjustment.
6. Anand Joshi, a student of 6th semester, write a request letter to Gujarat Industries, Narol, Ahmedabad for internship placement.
7. Write a letter to your Head of Department requesting leave for 7 days.