# PRAGATI TYPEWRITING INSTITUTE

Manish Nagar, Pradhikaran,

PUNE-411 044

Ref. No.: PTI/908 Date : 29 June, 2013

To,

M/s. Vishal Typewriting Institute,

234, Kasaba Peth,

Barshi,

Solapur

# Sub: Replacement of Institute Model Typewriters

# Ref: Your Letter No. PTI/825, dated 25 May, 2013

Dear Sir,

This has reference to your above letter. You introduce yourselves as dealers for New and Secondhand Typewriters and repairs thereof. Thanks for the same Last year we have purchased two brand new Institute Model Typewriters. They are being used by students of our Institute and are absolutely in very good condition.

We want to replace these typewriters because these typewriters are foolscap size and cannot be used for typing balance sheets with 2 inner columns. So we request you kindly to inspect them and submit your quotation for replacement of the carriages, it mechanically possible.

Thanking you,

Your Faithfully,

Principal

Encl. : Nil