# INSTRUCTION

Q.1) Type the following business Letter in proper form observing the following instructions?

1. Heading of the Company be in the Centre of the line and in Block Capital Letters.
2. The address of the addressee in "Indent Style". **Use mail merge insert fields according to given style**
3. Paragraphs should be "Indent Style"
4. "Complementary close"’ should be at Left hand side. (Set Left Indent

3.5 and Center Alignment)

GOYAL SHOE COMPANY --- Navi peth,-----Ramaji Nagar----Kolhapur---- E-mail : [goyalshoecomp@gmail.com](mailto:goyalshoecomp@gmail.com) Website : [www.GoyalShoe.com-----](http://www.GoyalShoe.com-----/) Ref. No. : GSC/151 Date : 12th March 2013.------ To--- Messrs Royal Foot Wear---- Shiupuri, Main Road--- ---- Messrs Golden Flower---Gandhi Market--- Pune 4.------ Subject : Reply for Enquiry----- Reference : Your Enquiry Letter of 5th March, 2013---Dear/Sir ----- Your enquiry of 5th March, 2013 which we welcome is receiving attention and we thank you for your interest in your products.----A copy of our illustrated export catalogue will be sent to you together with a range of sample of the various skins used in the manufacture of gloves and shoes. We think the colours will be just what you want for the fashionable trade and the beauty and elegance of our designs, coupled with superb workmanship, should appeal to the discriminating buyer.-------Our representative, Mr. Dafadar, will be in Delhi next week and he will be pleased to call on you with a full range of samples of our handmade lines. He is authorized to discuss the terms of and order you or to negotiate a contact.

It will be a pleasure to serve you ----Thanking you,---- Yours Faithfully,----- GOYAL SHOE COMPANY----Proprietor-----Encl. : Nil