Q-1: Type of the following Business Lettering Proper format Observing the following instruction

1. Heading of the Company Should Be Center of the Line in “Block Capital”

2. Address of address in “Block Style” used Mail Mere Insert according to given style

3. Paragraph Should be “Indent Style”

4. Complements should be Right Hand side.

ALKA NIKETAN PUBLICATIONS----Plot No. 187, Nawab Galli, Gokulpeth ------ Nagpur-440010----- Telefax : 0245930298 Email : [alkaniketanpub@gmail.com](mailto:alkaniketanpub@gmail.com) Website : [www.alkanekatanpub.co.in](http://www.alkanekatanpub.co.in) -----Ref. NO. : ANP/877/2016Date : 11th January 2015-----To, -----Mr. Vasant Book Depot----Ravi Nagar----Nagpur--- Rugved Book Depot----Narendra Nagar---Nagpur.-------Subject : Monthly Exhibition old Books.----References : Year Letter number VBS/365 of 20th institute ------ Dear Sir,---- We are pleased to be able to you inform that we shall be booking our monthly exhibition of children’s book form 21st – 30th November 2013 we are writing to inquire whether you will be taking a stand at the exhibition this year as you have always done in the past at the moment year usually stand is still vacant and so if you would let us know by return to you with to be present at the exhibition on- cum-sales. We will reserve the stand for you. In addition to the usually range of Children’s Faction, non-fiction and annuals we intend to five a predated display of education book suitable for per-school and children. If you will wish to take part in these specific features of the exhibition-cum-sale would you please complete the enclosed form which you require to given details of year publications in this category. Full details of the exhibitions cum-sale will be circulated to all book-sellers in the Pune Sate advertisements for it will in appear the leading new paper of Maharashtra State.-------Further information concerning the exhibiting will be send to immediately of year on request for a standard.-------Thanking you----Your Faithfully----For Alka Niketan Publication-------General Manager----Encl. : Leaflets.