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 “Indent Style” used Mail Mere Insert according to given style

3. Paragraph Should be “Indent Style”

4. Complements should be right hand side.

SHRI GANESH SEEDS & FERTILLIZERS,------535/11D4, Kalmeshwar Road---Nagpur-440 039----Telefax : 0243 – 49583 Email : [shriganeshseed@rediffmail.com](mailto:shriganeshseed@rediffmail.com) Website : [www.ganeshseedfetli.com](http://www.ganeshseedfetli.com) ----- Ref. NO : 34/GSF Date : 23th July 2016- --To,---Noblat Seeds and Fertilizer-----Datta Wadi---Nagpur.---Bhumika Seeds and Fertilizer-----Balaji Chouk---Nagpur -------Subject : Transport Charge Payment------ Ref : Your order No. KSD/51 of 21st December, 2016----- Dear Sir--- We have record year letter above. We are, however, sorry to any this we cannot accept any order form you until we know that you intend to pay the transport charge and also send us cheque for Rs. 870/- while represent the transport charges on the goods supplied to you earlier this year. You will not doubt remembers this we have written several times about. This mother, but assume our letters have not record year attention, as you have to deduct these charge when playing our accounts .------If you will look very carefully into this matter you will realize this if we are to pay transport charge on goods we send to you, we should have to to the same for all other customers in all party of the country. As in view of this, we are sure you will take the opportunity to send year, cheque in settlement. As soon as we revive year cheque and we know that you agree to our term. We will deals with year orders without delay.---- Thanking you,----Your faithfully--- for, Shree Ganesh Seeds & Fertilizers-----Manager-----Encl : Nil