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 Left hand side.

Givon-Jyoti Eelectronical----1275, Manglwar------Peth Wai-20----Nagpur---Fax No. : 92-948-4545-34 Email : [givonjyotielctronical@gmail.com](mailto:givonjyotielctronical@gmail.com) Website : [www.givonjoti.in](http://www.givonjoti.in) -----Ref . No : GJ/455 Date : 23/12/2016----To,-----Somesh Electronics Pvt. Ltd.-----Indrapastha blog No. 45, Someshwar Peth ----- Pune.----Anil Electronics---- Blog NO.22, Bhambri Peth----Nashik.---Subject : Supply of type various of LED Bulb & Turbots-----References : Our Telephonic task with your representative Monday--------- Dear Sirs,--------As you boxes containing various types of bulbous order on 20th of the last monthly.-------No doubt you will remember that we are dealing with all type of customers and the bulbs are useful for various auto part and trucks and should have been delivered to us fifteen day ago another who we must draw yard attention is this bulbs are not according to the order placed by us there are many type of bulbs with are not required. The packing is irrelevant so that many of the bulbs are not according to the order place by us. The packing is irrelevant so the many of the bulbs are damaged. It is possible of you have send to us some of year old stock.----------We are already placing our brands with you & you will understand this arrange on year part could have been the means of losing our contacts with you. However we have spoken to the person concerned and he steed the will expect the order, providing it is delivered according to order the letter that twenty fifth of the month.------We will settle year account regular promptly when the current order delivered. The bulbs has been return to year stored today alone with has letter we hope to hare form you retune that you will do year most to out this matter right.-------Thanking you--- Yours faithfully------ Givon-Joti Electronical-------Manager----Encl. : As above