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.

V.I.P. HOSIERY MANUFACTURING CO.LTD.-----S.T. Stand Area, Raj Marg,-----Ahmedabad – 410 018-----(Gujarat State)-----Fax : 23-43-123432 E-Mail : [hosierymanu@gamil.com](mailto:hosierymanu@gamil.com) Website : [www.vip.org](http://www.vip.org) -----Ref. No. : HMEC/212Date : 21 October, 2009----To,----M/s. Shaha Hosiery Mart,----415,Main Road,-----PETH NAKA, DIST-SANGALI----Mr. Amit Saha---M.G. Road-----Delhi-----Subject : Baby frocks with Pockets Introduction of-----Reference : Your enquiry No. SHM507 of 15.07.2009-----Dear Sir,-----We thanks you for your above inquiry. The delay in replying is due to late receipt of letter. We fail to understand the postal delay, eventhough our address written by you is correct.-----As enquired by you, we confirm the fact that we have recently introduced new style of Baby frocks. The new style of frocks have been fitted with 4 pockets-one on the top left hand side to keep small change ready, the second one is in the centre enough to accommodate money purse and other important documents.-----You have requested to supply our frocks on credit for 6 months. We have no objection to supplying you our products on credit. But we are for the first time dealing with you. So we request you to give references of 2 or 3 wellknown firm with whom you have had trade relations. This is only a formal enquiry and it does not mean that we doubt your credit worthiness.------Awaiting your prompt reply, meanwhile thanking you.-----Your’s faithfully----for, V.I.P. HOSIERY MFG. CO.-----Sales Manager----Encl. : Price List with Size.