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.

SAGAR & VANITA MOKASHI BROTHERS-----Bahubali Road,-----Opposite Nira’s House Ahmednagar----Fax : 2356654 E-mail : [svmb@gmail.com](mailto:svmb@gmail.com). Website : [www.svmb.org.in](http://www.svmb.org.in) ------Ref. No. : SVMB/05059Date : 07 May, 2011----To,---The Manager,-----Bank Of Maharashtra---- Ahmednagar.---- Mr. Manoj Kumar,----Bank Of India, ---- Pune.-----Subject : Complaint for delay in receiving information about bills incoming.------- Reference : Yours letters BGE/85/2010-----Sir,------We have been receiving goods from different parts of the country for the last five years.-----For this period we had practically no complaint and had been receiving intimation of incoming bills in proper time. But for the last two or three months, we have faced much inconvenience and have had to pay much demurrage for taking late delivery of goods on account of undue delay in receiving intimations of incoming bills.-----It is requested that department concerned may be instructed to send the intimation in proper time so as to enable us to take delivery of the goods without having to pay any demurrage for late delivery.-----We shall be glad if you act upon our request and make necessary arrangements to section the overdraft facility. In case you need any further information about or credit worthiness, we shall be pleased to provide it.-----We very earnestly seek your kind co-operation in this respect.------Thanking you,-----Yours faithfully,-----for, Sagar & Vanita Mokashi Bros.-----Manager---Encl. : Nil.