

# Business Letters

## HSS 101

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1. Suppose, few days back you went to Dhaka Medical College Hospital for some medical tests. The officers at work did not cooperate with you and asked for bribe. Now write a Complaint letter to the Director of Dhaka Medical College Hospital (DMCH) informing the incident.
2. Suppose you travelled to Chittagong from Dhaka on 25<sup>th</sup> December 2015 by Biman Bangladesh Airlines flight no. BGD 07-26. After arriving at Chittagong airport you realized that your luggage is missing. Now write a Claim letter to the Head of Ground Handling Team (GHT) at Chittagong Airport reporting the incident and claiming your luggage.

### Inquiry Letter & Refusal Letter

3. Recently Bangladesh Bank advertised about recruiting some 'officers' in all its branches. You got the news in bdjobs.com. As all the conditions were not made clear in the advert, so write an inquiry letter to the Head of Human Resource Management (HRM), Bangladesh Bank, Dhaka, requesting more information about the post.
4. Suppose, you are the Chairman of BSRM group. Recently, the Head of Nixon group proposed you for a business project in Gazipur. As your company is busy in some other projects now write a 'refusal letter' to the head of Nixon group confirming your company's view on the project.