

name - Umesh Routgo 1

sub - PCE

Branch - IT

Roll no - 663

c-scheme

Adm no - 2020PE0239

Sem - 2

Seat no - 4116880

Page No.

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Date

17, 8, 21

Q. 2. 3+2=5

Q. 2. 3+2=5

X. Y. Z

Grandhi chowk

Navi Mumbai

25 June 2021

Ref no :- 004 170/2021

Ref no :- 61/50/2021

The manager

Saraswati Book Store Pvt. Ltd

Mumbai

Attention - Harshad Kumar

Subject: Replacement of the defective
copies of the books

Dear Sir,

Thank you for the delivery
of the books, order no - 4070
dated 12th June 2021 which included
100 copies of college library books

But there are some
defective copies of around 20 books
in which chapter 3 is missing which
are to be replaced by new
books.

name - Umesh Rautgol

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17 / 8 / 21

I hope your service understand the situation and ~~rento~~ we request the replacement of the defected book as soon as possible.

Thank you

Yours faithfully

Ryh

Enclosure : 1- Bill no - 4070

Q.2 **3**

A] following are the instructions to generate google meet link

- 1] Make sure you use a android ios mobile or PC / laptop
- 2] check the internet connection.
- 3] log in into browser
- 4] search in for Google meet
- 5] click on organize New meeting
- 6] Select 1 out of 2 option
 - i] either create meeting for later schedule
 - ii] or start instant meeting
- 7] If you want to schedule click on schedule in Google calendar option
- 8] click on save and Done

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