

Malav M Soni
A-9 New Shital Appartment
Nr.Hirabag Rly Crossing
380006,Ahmedabad

Malav M Soni, A-9 New Shital Appartment, Nr.Hirabag Rly Crossing, 380006,Ahmedabad

Director
Joe Burns
University Library
40601 Nonexisiting

Matrikel Nummer
4360054

Date
November 8, 2015

Subject: Issue with literature

Respected Mr.Burns,

I am writing this letter to you on behalf of a student group studying in xx department. We are aspiring students willing to study xx subject, but we found that there is not enough literature on that subject available in the library. We would like to have an appointment with you to discuss this issue and find the possible solution to it. Please do the needfull!

Yours Obedient,

Malav M Soni

PS: We hope that you provide us with an appointment on an early basis

Enclosure: The signed letter from all the students of the xx group

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Technische Universität Braunschweig
Institut für Mathematische Optimierung
Pockelsstraße 14
D-38106 Braunschweig

Matrikel Nummer
4360054

Date
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Subject: Issue with literature

Respected Sir/ Madam,

I am writing this letter to you on behalf of a student group studying in xx department. We are aspiring students willing to study xx subject, but we found that there is not enough literature on that subject available in the library. We would like to have an appointment with you to discuss this issue and find the possible solution to it. Please do the needfull!

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Braunschweigische Landessparkasse
Bevenroder Str. 134
D-38108 Braunschweig

Kunden Nummer

AS xxxxxx

Date

November 8, 2015

Subject: Address Change

To whomsoever it may concern,

I am writing this letter to inform that I have changed my address and the new address can be found in the enclosed documents.

I want to request you to change my address in your database. Please do the needfull!

Best Regards,

Malav M Soni

PS: I would ask you to do it at the earliest if possible

Enclosure: Registration document of the city office, My account details

Aufgabe 2

When ',' is placed outside the curly braces, than it is not considered as the argument that is passed to the command "opening". Thus it will be placed in the section "Letter body" and not in the opening section, as it is not considered as an argument. But if it is placed in the braces, than it is considered as an argument to the command "opening" and it will included in the opening section.

Aufgabe 4

Yes it fulfills the DIN standard. It fulfills the requirements by having the appropriate distance between the following fields: Address, Subject, Greetings and Signature field.

Also the font size, which should be atleast 10 as per specified in the DIN standard, but "scrlttr 2" format uses the font size of 12 as default.