**FORMAL LETTER**

Vijay gatkal

Bhosari,Pune-

411039

10th November, 2022

To,

The Manager

Pragati Publishing House

Pune, 400012

Subject: Requirement of new books for the store

Dear Sir,

I have received the books that you sent last week. The books are in perfect condition, and they were delivered on time. Owing to the great service rendered, I would like to order more books that would be a great addition to the wide range of books available at my house. Given below is a list of books that I would like to purchase:

| Title of the Book | Author | No. of Copies |
| --- | --- | --- |
| Gitanjali | Rabindranath Tagore | 3 |
| Ramayan | Valmiki | 2 |
| A Brief History of Time | Stephen Hawking | 4 |
| Wings Of Fire | A.P.J.Abdul Kalam | 2 |

I shall be grateful if you could send me copies of these books as mentioned by VPP as early as possible to the address given.

Thank you in advance.

Yours faithfully,

Vijay