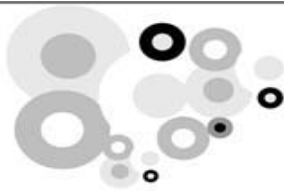


## Letter of order



Star Publishers



25 January 2015

Mr Dinesh  
UNICORN  
36 Chandpole Bazaar  
Jaipur 302 001

Dear Sir

This letter is in response to the conversation held with you over phone and subsequent mails. We are opening our office in a prime location of the city. We would like to place an order with you for stationery items for our office. Please ensure the following items are of the highest quality and latest trend:

ITEMS	QUANTITY	CATALOGUE NO.
Camel office	files 100 pieces	52
Steindler pens	25 pieces of each category mentioned	54, 55, 57, 58
Decorative accessories	2 pieces of each category mentioned	59, 62

Payment will be made by DD once we receive the goods at our office.

Yours Truly

Hitesh Jain  
HR Manager  
Star Publishers

1 Akbar Road, New Delhi 110 002, Ph: 011-43544357





## *Fashion Flash*

23 September 2014

The Manager  
State Bank of India  
Anna Nagar Branch  
Anna Nagar  
Chennai-600045

Dear Sir:

### SUB : REQUEST FOR INCREASING CREDIT LIMIT

Fashion Flash has been a loyal customer of your bank since its inception. We carry out all our financial transactions solely through your bank.

As you may be aware, our brand has gained popularity over the years. Our business has expanded from Rs 40 lakhs per annum to Rs 3 crore per annum during 2012-2014 thereby increasing our economic activities. Hence, in order to meet this challenge, we request you to kindly extend your credit limit to Fashion Flash from the existing amount of Rs 30 lakhs to 50 lakhs.

We eagerly await your positive reply.

Yours truly

Prakash Jain  
(MD, Fashion Flash)

260, Modern Plaza, Focus Point, Chennai-600031

Phone: (044) 2445577, Fax: (044) 24455791, email: design@fashionflash.com

**Letter of request**

## Letter of Instruction

25/05/2022

Dear Prof. S. Sharma,

All staff members are requested to take care of the following points during comprehensive examination with full alertness.

### *A. Question Paper Production :-*

- A1. The question papers must be word-processed.
- A2. Be present in the reprography while copies of the question paper are being made.
- A3. Collect Original question paper, rota master, etc.
- A4. Erase the word processed file of the question paper from the hard disc and keep the soft copy with you in secondary storage form.
- A5. Confirm that the Rubber Blanket in the Rota machine is cleaned after the work is over and also collect the Master Copy of the question paper as well as the copies of question paper not properly produced (if any).
- A6. Do not bring question papers outside the reprography room without keeping them inside envelopes.
- A7. Question paper & other material related to it must be kept under lock & key.

### **B. Invigilation:**

Make the following announcements for students necessarily before the start of the exam :

- 1 Do not carry your mobile phones along with you. If you have one with you, please keep the same in switched-off mode on the invigilator's table.
  - 2 In case of a closed book test, deposit any unwanted slip / paper or any other materials, which may be of direct / indirect help in the exam.
  - 3 Please keep your id cards on your desk during the exam.
  - 4 Do not involve yourself in any kind of direct / indirect copying or cheating attempt.
  - B1. Check the identity of the student by his/ her identity card/ library card.
  - B2. Take attendance on the prescribed form and tally the total by counting the students present. Draw a rough sketch showing how the attendance was taken.
  - B3. Do not leave the examination hall unattended at any time.
  - B4. Be vigilant and keep moving most of the time.
  - B5. During invigilation, no other work should be done, for example, correction of answer scripts, reading a book etc.
  - B6. Keep only one door open for exit during the last half an hour. Further, at least one of the invigilators should be present at the exit so that no student leaves the room without submitting the answer book.
  - B7. Name, ID No and Section No/ Name of the Instructor on the cover page of the answer book(s) must be checked before the student leaves the hall.
- I expect cooperation from all of you for the smooth functioning of the division.

DEAN

INSTRUCTION DIVISION

Kamalpokhari Kathmandu  
Nepal

10 June 2022

The manager  
Bank of Kathmandu  
Gyaneshwor Branch  
Kathmandu Nepal

Dear sir

I would like to close my savings account. My account number is 123456 and account title is XYZ.

I have enclosed the required documents and forms with the letter. Please proceed with the formalities and close my account within this week. I would like to withdraw the saved amount and transfer it to my wife's account in ABC bank.

Pease let me know when all the formalities have been completed.

Thank you.

Yours faithfully

Name-----