

CLASSIC CLASSES (ANKUL SIR)

We stress learning, not teaching.....

Sample Business/Formal Letter

Example: 1

3519, Sanik Street,
Mount Abu, Rajasthan (Pin Code).

April 5, 2016

Mr. Shiv Kumar,
Accounts Payable,
The Cooking Store,
765, Rajasthan Plaza,
Industrial Point, Rajastan.

Dear Mr. Shiv Kumar,

Subject: Late Payment Reminder.

It has come to my attention that your company, The Cooking Store has been late with paying their invoices for the past three months.

In order to encourage our customers to pay for their invoices before the due date, we have implemented a discount model where we'll give you 2% off your invoice if you pay us within 10 days of receiving the invoice.

I hope that everything is going well for you and your company. You are one of our biggest customers, and we appreciate your business. If you have any questions, feel free to contact me at (555) 555-5555.

Looking forward to a very positive response.

Sincerely,

Signature

XYZ

(Accounts Receivable)

Example:2

123 Rajendra Street,
Chandni Chowk, Delhi (Pin Code)

November 7, 2016

Mr. M. Thakrey
MD of Syrup Production
Old Royal Pancake Cake Company
456 Rana Lane
Gurgaon, Haryana (Pin Code)

Dear Mr. Thakrey,

Subject: Bulk order for refreshment & Invitation

Let me begin by thanking you for your past contributions to our Sachin Cricket Club. Your sponsorship aided in the purchase of ten full uniforms and several pieces of cricket equipment for last year's season.

Next month, our club is planning an 'Employee Appreciation Cake Breakfast' honoring retired employees for their past years of service and present employees for their loyalty and dedication in spite of the current difficult economic conditions.

We would like to place an order with your company for 25 killo of cake and 100 pieces of patties. We hope you will be able to provide these products in the bulk quantities we require in timely manner.

As you are a committed sponsor and long-time associate, we hope that you will be able to join us for breakfast on _____ (date and time).

Respectfully yours,

Jasbir Singh
(Manager)

Example:3

20, Jawahar Nagar,
Jaiselmer 2049, Rajasthan.

24 April 2016

M/s Cool Home Appliances,
20 Nehru Marg,
Kushambey,
New Delhi 110026.

Sir,

Sub : Complaint about the malfunctioning of
grinder-mixer.

Reference : Cash Memo No DC-98765 dated
17.4.2015

I wish to bring it to your notice that I purchased a
'grinder-mixer' from you on 17 April, 2015 (Vide
Cash Memo No DC-98765, dated 17.04.2015). The
cooler did function well in the beginning for one and
a half months and then it started giving problems.
The problems are - leakage, heavy noise while
working and high consumption of power.

Kindly take immediate step to either repair the
appliance or replace it as it is still under warranty
period.

Yours faithfully,
XYZ
(XXX)

Example: 4

12, Kenmore Road
Bangalore, Karnataka

1st December 2016

Mr G. Raghwan,
Fitness First,
Lake Road, Chennai

Dear Sir,

Subject: Vacancy for Fitness Instructor

Contact No. 09911191959, 09891991959

I am writing to apply for the job of Fitness
Instructor, as advertised in The Times of India issue
dated 28 November 2016. This is an ideal job for me
given my enthusiasm for sport, my related
experience and qualifications.

Sport and fitness training have always been
important to me, which is why I chose to take a PG
Diploma in Sports Science. I obtained distinctions in
the Sports Anatomy & Physiology and Sports Injuries
modules last year and am confident that I will get
similar marks in Exercise Physiology, Mechanics of
Sport and Sports Supervision & Management this
year.

As you can see from my CV, I've taken the
opportunity to gain extra qualifications that were on
offer at college, which has helped me get part-time
work as a pool attendant. I'm called on to provide
cover during busy times so am used to working
irregular hours at short notice. I've also run a hobby
aerobics class at my college since the start of this
year.

I finish college in six weeks and am keen to find a
job rather than carry on with further full-time study.
I could start any part time work or training sooner
as many of my classes are finishing and most of my
assignments are done.

I look forward to hearing from you on a very
positive note.

Yours sincerely

Ganpati Sahey

Example: 5

Nirmala Polytechnic
20-30 Newcastle Road
Goa.

11 October 2016

The General Manager
Maruti Suzuki India Limited,
1, Nelson Mandela Road,
Vasant Kunj, New Delhi - 110070.

Dear Sir

Subject: Request to visit your plant at Gurgaon

Email Id: ankulsir@gmail.com

I understand from my respected teacher, Professor MK Jain, who visited your Gurgaon plant last month, that you sometimes allow groups of students to tour the factory and see for themselves how Japanese and Indian production techniques operate in your plant. Professor MK Jain himself was most impressed by his own visit, and recommended that I write to you.

Would it be possible for a group of 20 M Tech. students from Nirmala Polytechnic to visit you before the end of this term, which is on the 21 December? I realise that you must receive many requests for such visits, and that the time available may already be booked up. If it is not, and you are able to see us, I should be most grateful if you could suggest a date and let me know of any normal conditions you lay down for visits of this kind.

I look forward to hearing from you.

Yours faithfully

S. Rahul
(M. Tech. Student)

Example: 6

Ravi Tandon,
Bandra,
Mumbai

6th July 2016

The Manager
Rainbow Restaurant
Sector 51,
Goregaon,
New Mumbai

Dear sir/madam,

Subject: Unprofessional conduct by the waiter &
awful food taste in your restaurant

I am writing to complain about a meal we had in your restaurant yesterday.

We had booked a seat for six but when we arrived there no free tables and we had to wait for more than 40 minutes before we could sit.

From a menu of ten dishes, only four were available and their quality was extremely poor. The mixed vegetable dish, in particular, tasted awful and the waiter was rude when we told him about this.

We have eaten in your restaurant several times in the past but this is the first time we have received such a bad treatment. I am not asking for a refund but I would like you to improve the quality of your dishes and service.

Yours faithfully

Ravi Tandon

Example: 7

A reference/recommendation letter to a departmental store recommending an ex-employee for a job there.

Z2-59, CGO Complex,
Lodhi Road,
New Delhi-

April 12, 2016

The Managing Director
Family Departmental Store,
New Delhi

Dear Mr. Sethi,

I understand that Ms. Ujwala has applied for a job as a receptionist at your departmental store. Ms. Ujwala has worked as a receptionist in my departmental store in Dehra Doon for four years. She is a hard working, always on time, and cheerful. I have been impressed with her ability to manage during hectic times, always remaining in control, and keeping the customers happy. She gets along well with her co-workers, as well as the management team.

Ms. Ujwala is a bright young woman, and I am sure that she will excel at whatever job she undertakes. I can enthusiastically recommend her for the position that you have open.

Regards,

Arvind Kumar

Example: 8

A reference/recommendation letter to a hospital recommending someone for a job there.

Z2-59, CGO Complex,
Lodhi Road,
New Delhi-

April 12, 2016

The Medical Superintendent,
Heal Well Hospital,
New Delhi

Dear Ms. Jones

I am writing this reference at the request of Varun who is applying for Annual Student Volunteer Program at your hospital this summer.

I have known Varun for two years in my capacity as a teacher at Sujata Medical College.

Varun takes surgery classes from me and earned superior grades in those classes. Based on his grades, attendance, and class participation, I'd rate Varun's academic performance in my class as superior.

Katie has a number of strengths to offer an employer. Katie is always interested in supporting others. For example, this year when we worked on our class community service project, Katie was helpful to me in collecting and organizing the food for the food pantry here in Smithtown.

In conclusion, I would highly recommend Katie Kingston. If her performance in my class is any indication of how she'd perform in your position, Katie will be a positive addition to your organization. If you should ever need any additional information you can feel free to contact me at 555-5555 or by email at email@email.com anytime.

Sincerely,

Susan Samuels

Teacher, Smithtown Middle School

Example: 9

A letter to the editor to increase the awareness about first aid.

Z2-59, CGO Complex,
Lodhi Road,
New Delhi-

Contact No. 09911191959, 09891991959

April 12, 2016

The Editor
The Times of India
New Delhi

Subject: Importance of Knowing First Aid

Sir,

Please allow me the opportunity to draw the attention of the authorities and the people through the column of your news paper about the importance of knowing how to provide First Aid to a victim.

Today a child met an accident near my school/college gate. Many people gathered around the victim but really did not know what to do. Finally the child was carried to a nearby hospital by a taxi driver. Standing there, I realized that the general public including students should be made aware of the primary steps for providing the first aid to a victim.

The most effective and far reaching measure in this regard will be to introduce first-aid steps in school curriculums. Even competitions should be held to make students efficient in providing first aid. Students should have their mini first aid box always present in their school bags so as they can use it in and outside their home. The parents should encourage their children for this purpose. Students should know what to do in such situations before the victim is carried to a hospital. At times, first aid can be life saving.

The government and concerned educational authorities should initiate a step towards achieving this goal.

Thank you

Yours sincerely

Example: 10

You as a news paper reader feel happy seeing the increasing awareness among people about health and diet. Write a letter to express your happiness.

Z2-59, CGO Complex,
Lodhi Road,
New Delhi-

April 12, 2016
The Editor
The Times of India
New Delhi

Email Id: ankulsir@gmail.com

Subject: Increasing awareness of health and diet – an encouraging sign.

Respected sir,

I write this letter to high light the changes that are being observed in terms of awareness among people regarding health. Health seems to be quite on the top of people's priority list.

To give a few examples in recent past there were only a limited number of yoga centers which have more than tripled in very short period of time. There is a steep rise in the number of people going on morning walk/jogging/cycling etc. The number of people going for regular health check-up has also gone up considerably. Advertisement also playing a major role to further this awareness. As a result of all this, death rate has fallen down quite remarkably.

This shows that people's attitude and concern regarding their own and their dear ones' has undergone a change for the better. The dictum 'Health is Wealth' is probably being understood. As long as one lives, one should be healthy, hale and hearty seems to be the motto.

This has given boost to the health related business, showing an upward movement. If one is conscious about one's health, it definitely pays off in long run.

Through this letter, I want to congratulate people for increasingly adopting measures to keep themselves hale and hearty.

Yours truly
XYZ