

Type the following APPLICATION in proper form.

From

V. Balakrishnan,
8/0 K. Vinayagom
B-24, Tamil Nadu H. Board,
P.O. (P.O.)

To

Dr. T. S. Ramani,
Ct. Secretary,
Indian Home Medical Assn,
T. N. Branch,
Madurai - 625 001.

Sir,

sub:- Application for the post of
clerk.

Having come to know that /
Indian Home Assn's Medical Tamil nadu
Nadu Branch office requires a clerk.
I hereby apply for / same.

Besides having a degree in
Economics. I have ~~passed~~
Govt. Technical Edn. in Tamil and
English Tw Higher Grade.
I request to. I ~~may~~ be
selected for appointment in yr. office.

Palam
12-8-2002.

Y. J.

sket

trb.

Type the following application in proper form:-

From

D. Kumara Raja, M.A.,
38 Rajaji St.,
Erode - 1.

To

91 The Principal,
(College Arts) Dr.

Sir,

U.C. sub: Application for / post of
L. Tamil = Lecturer in English in your
college.

U.C. w.r.t. your ^{*****} advt. in the 'Thinamani'
dated 18th June 2004, I apply for / post
w.r. of lecturer in Tamil in your college. // I
he. passed / M.A., (Litt.) Examn. of
Annamalai University in I class in the yr.
2007. I have worked as Tutor for
oneh ~~two~~ year in a private college and as
Lecturer in a priv. college for three
months.

I.C. I have aged 28 years w. good
physique. I play foot ball and was captain
of the college team. // I expect a
salary of Rs. 4000/- P.M. I will attend
an interview at my cost.

enclosedh Copies of testimonials are ~~sent~~..

Yours faithfully,

Erode,

25th June 2004.

Type the following Application in proper form.

Chennai
From Glory Febia, 77, St. Ursula St.,
Madras - 600018 to / Principal A.I.M.
Hv. School. Sec) Chennai - 600006 dt /
23.05.2009.

Sir, Sub: Appl. submitted for / Post
of Physical Edn. Instructor

v.c
W.r.t yr. advt. in the hindu dt. /
9.5.2009, I my offer services for
the post of Physical Edn. Instructor in
yr. esteemed school.

I have passed B.Com., degree
Exam. fr. / University of Madras and have
undergone / Phy! Instr's. Trng. Course
at the Y.M.C.A. College of Physical Edn.
Chennai. I hav. duly obtd. the requisite
Certificate from the College. (two yrs.
in the Dharam Singh High school, Mambalam)
// I have worked as Physical Instructor
temporarily for a period of 1

I enclose herewith copies of testimonials
and certificates. I am aged 36 yrs. w. 24
good health. I request U to kindly consider
my application favourably.

Yrs f/ly,

Chennai - 18,
as on date 23.05.2009
Encl: Copies of testimonials
and certificates.

(B). BUSINESS LETTER - LAY OUT

BUSINESS LETTER

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1. Name of the Company in Capitals.
2. Nature of the Company within brackets.
3. Telephone Number on the left side.
4. Telegrams
5. Post Box Number on the right side
6. Address of the Company.
7. Reference Number
8. Date
9. To address
10. Salutation
11. Body of the Business Letter
12. Complimentary Close
13. for NAME OF THE COMPANY in Capitals.
14. Name of the Authority in capitals within brackets.
15. Designation of the Authority.

3.(b) BUSINESS LETTER-MODEL

BUSINESS LETTER

DEVANATHAN AND COMPANY

//
(Fruit Merchants)

Telephone: 34511
Telegrams: 'Devan'

Post Box No.20s
29 Bazaar Road,
Cuddalore 607 001.

Ref. No.5/409

//
15th June 1983.

//

Messrs. Abdul Samad and Company,
Fruit Mart,
Madras 600 001.

//
Dear Sirs,

//
We are in receipt of your order No. 30, dated 10th June 1983 for the supply of 100 jack fruits on or before the 10th of next month.

//
While we thank you for your kind order, we very much regret our inability to comply with your order as we are already committed to the supply of a similar bulk order about the same time to another party.

However we can pass on your order, if you so desire us to do, to our sister concern here who will be able to supply you jack fruits of the best quality.

We assure you of our prompt action at all times.

//
Yours faithfully,
for DEVANATHAN AND COMPANY,

))))

(T.DEVANATHAN)
Partner.

Type the following BUSINESS LETTER in proper:-

SUBRAMANIAN & COMPANY L^o
(General Merchants)

Telephone: 7856110

Telegrams: "SUBRAMANI"

P.B. NO. 3216

55, V.M. Colony St.,
Calcutta - 700 001.

Ref. no. 276/99.

19th Dec. 1999.

M/s. Vivek & Co.,
15, Kandapillai St.,
Nagappattinam - 611 001.

D/s.,

Your ltr. dtd 11.12.1999 on hand and noted its contents. We are sorry for / delay in despatching your goods. This was due to some labour trouble in our company. We hope th. you wd. excuse this delay since you are now aware of the reason.

Your order already booked, wd. be despatched to you today and hope th. they would reach you on Friday.

Assuring you to be at your service at all times!

Thanking you,

Yours faithfully,
for SUBRAMANIAN & COMPANY,

← (M. SENTHIL)
Manager.

Type the following BUSINESS LETTER in proper form:

RAMESH TEXTILE LIMITED
(Dealers in Textiles)

Telephone: 27984
Telegrams: Goods

Post Box No. 36,
65, Bhasati Rd.,
Coimbatore 641010

Ref. no. 5/2004

2nd Nov. 2004

Thiru S. Rajan,
20, Palal Road,
Pune - 411 004

D/S,

We have for acknowledgement your letter dated 30th Oct. 2004 with 3 share transfer forms and 4 scrips for 400 shares for effecting necessary transfer.

On sending of / documents we find that / ney. Share Transfer stamps to / value of Rs. 5/- have not bn. affixed to / transfer deed. kindly arrange to send those stamps. On receipt of the same, arrangements will be made to have the transfer duly effected as desired by you.

We assure you to our best and kind / prompt services at all times.

Yours faithfully,
for Ramesh Textiles Limited // caps

← || S. GAMESH
Authorized Signatory.

Type the following BUSINESS LETTER in proper:-

RAGU AND COMPANY
(Dealers in House Utilities)

Telephone: 310157
Telegrams: "RAGU"

P. B. No. 37,
20, Kumaran St., ^{KS}
Tiruppur - 638 601

Ref. No. 10/470

22nd June 1999.

Messrs. Balu Enterprises, ^{KS}
5, Car Street,
Erode - 638 001

D/s.

We are in receipt of yr. lr. of yesterday and have pleasure in enclosing a copy of our latest catalogue giving full particulars of / various classes of goods in wh. we deal. We wish to draw yr. kind attn. to page 14 of the catalogue wh. furnishes / details of you are interested in.

Thanking you,

Yours faithfully,
for RAGU AND COMPANY,

M.D. Krishnamoorthy caps
← Manager.

Type the following BUSINESS LETTER in proper :-

BATA INDIA LIMITED
(Leading Footwear Dealers)

Telephone: 6242110

Telegams: "BATA"

Post Box No. 64,
48, Nethaji Rd.,
Perambalure 626212 LI

Ref. 10/430

21st April ~~1998~~ 2000

M/S. Mohammed Ali & Sons,
25, Vivekananda Main Road,
Kolathur,
Chennai - 600099.

Dear Sirs,

We regret to state that the shoes and chappals despatched by you on 15th April 2000 in execution of our order no. 38/98 arrived here in a most unsatisfactory condition. The consignment showed obvious signs of pilferage. Also, your invoices showed a total of 770 pairs, but only 465 have been received. We shall therefore be glad if you confirm whether the invoiced figure was correct. If not, please arrange to send / remaining pairs as early as possible.

We expect your early reply.

y/f.,

For BATA INDIA LIMITED,

← (M. SANKAR)
MANAGER LC

JOTHI GENERAL STORES
(Dealers in Piece-goods)

Telephone: 2728
Telegram: "Jothi"

P. B. NO. 300
17 Race Course Rd.,
Coimbatore 641027

Ref. No. 6/2003

20th June 2003

M/s Roy Brothers,
28, Nehru Road,
Madras 600001.

D/sirs,

We have received yr. lr. asking for settlement of a/c. We are really sorry that The bulk of the goods are have not been able to make payment now.

✓ is still in our hands while the season has come to nearly active. Perhaps we mis-calculated the demand for the good and ordered more than the ought to have done. We are very much concerned at the prospect of holding the goods till the next winter. // 2. In the // N.P. circumstances stated above, we shall be thankful if you will kindly take back apart of the stock and credit the ant. future order.

Yrs. truly,
Caps. for Jothi general stores,

(J. VASAN)
Manager.

Type the following BUSINESS LETTER in a
Proper:

DURGA CEMENTS LIMITED
(Dealers in High class cement)

Telephone: 4150135
Telegrams: 'DURGA'

P.B. NO. 451,
22, Bagat Singh
Marg,
Ludhiana -
141001.

Ref. No. 4/820

20th Feb. 2001.

M/s. Gayathri Engg. works,
30, Barrala Marg,
Amritsar - 143004.

D/s

we are pleased to know th. you propose
to start a branch of yr. reputed firm
in "NEW DELHI" shortly.

we are glad to introduce ourselves
(of) as one leading manufacturers of
quality cement f. constr. of houses,
factories and workshops in northern
region f. well over 20 years.

we enclose details of the cement th.
we produce, its cost, terms of Payment,
etc. we assure you of / quality of cement
and Very Prompt delivery.

we solicit your early orders.

Yours ffly.,

for DURGA cements Limited // caps

(V. Arul)

Manager

Encl.: Details of cements.

3.(d) PROFESSIONAL LETTER - LAYOUT

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1. Name of the Sender in Capitals.
2. Designation of the Sender
3. Telephone Number on the right side
4. Address of the Sender
5. Date
6. To Address
7. Salutation
8. Body of the Professional letter.
9. Complementary Close.
10. Name of the sender in capitals within brackets.

PROFESSIONAL LETTER - MODEL

V.GANAPATHY, M.A.,
Social Worker.

Telephone: 336
14 Anna Salai,
Nagapattinam.

//
27 th January 1964.

The Collector of Tanjore,
Tanjore.

//
Sir,
//

I am deeply touched by your appeal for funds for relief of flood victims in Bihar. I have collected a large number of blankets and also a sum of Rs. 10,001/- (Rupees ten thousand and one only). Kindly let me know to which officer the blankets should be sent.

//
The amount collected is being sent to you by a crossed cheque. Please acknowledge the receipt.

Awaiting your further instructions.

//

Yours faithfully,

///

(V.GANAPATHY)

A. Dikshaya, M.Com, C.A.,
Chartered Accountant.

L609
4, Bharathi Rd.
Thangavur Kool.

Dated the 2
15th Sep. 2004

Thiru R.B. Suriya,
Ji 25, Grandhi Road
Mayiladu Thurai. 609 001.

Dear Sirs,

Received your letter dated 7th
instant.

In the list enclosed there with you
have furnished (you) only the Particulars
of Income during this year.

eh while assessing the income for
i.e. income tax the Act permits to deduct
fr. the total income expenses some
to a certain extent. For example,
i.e. amt. deposited in an Approved Fixed i.e.
Deposit. Premiums paid for life
Insurance w.l. be included in this claim.
Besides these (2) amounts deposited towards
the national savings scheme dur. the yr.
2004. l.c.

If you have taken steps for the
items mentioned (not) above, do may you
them within the end of this month.

there is possibility
for deducting in a
large measure the

*

y. J. J. J.

(A. DIKSHAYA)

A. Padmini, M.A.B.L. U.C.
Advocate.

Telephone: 323001
6, Andal Nagar,
Kumbakonam 612001

5th Aug. 2001

K. Thiru. S. Pragasam
10 West St.
Kumbakonam. 612001.

Sir, you have mentioned in your ltr. dated the 22nd July 2001. that you are in a difficult situation now that it is not possible for repay to you within a month's time the amt. of Rs. 30,000/- (Rupees thirty thousand only) borrowed from my client Thiru. Babu.

I wish to remind you that you had promised at the time of taking loan from him, to repay the amount within three months more than a year had elapsed after that. So I would like to request you to repay the amount within two months from this date, failing which my client will be compelled to proceed against you legally.

Y. S.

(A. PADMINI)

PROFESSIONAL LETTER

N.M. Glory, M.A.B.L.,
Advocate

Telephone: 245326
18, New Colony,
Mylapore,
Chennai - 600 004

15th May 2000

Thiru. K. Anbu,
20, Main Road,
Nungambakkam,
Chennai.

Sir,

Thank you for yr. kind letter cited, you have stated in your letter th. there are some practical difficulties in repaying the entire amount of Rs. 15,500/- (Rupees..... in words) at once. I do admit your difficulties.

I request th. you may the loan amount of Rs. 15,500/- (-----) within six months; Rs. 7,000/- within ten days and the balance in five equal monthly instalments.

Thanking you,

Yours faithfully,

(N.M. Glory) caps.

Type the following PROFESSIONAL LETTER in proper method:-

Dr. M. S. Raman, M.D., U.C Telephone : 286576
Physician & Surgeon. 72, Pan Street,
Madurai - 1.

19th Oct. 2003.] →

To
The Manager,
Kalaimagal Textiles Ltd.,
Madurai - 8.

Sir,

bc
2003h
+ h
l.c
u.c
u.c

Thiru. N. Sathasivam, Foreman in yr.
factory came to my clinic on the 16th Nov.
1999 w. your letter. I am examd. him
thoroughly and am of the opinion th. he
has to undergo treatment (a) for month and
requires complete rest for two months. i
may say confidently that he is not suffering
serious any from illness and to his normal
work in the factory, after a period of four
months. I do recommend him medical leave
for three months. // my bills for consultation
and treatment w. be forwarded (you to) in
due course for settlement as usual.

Yours faithfully,

(M. S. RAMAN)