

## **Common Business Letters, complete letter of Business example.**

Business Application Letter Business application itself describes the title which says that the business letters are written for the purpose of discussing professional matters. In modern business writing a business application has become a routine work. Without a written application the verbal talk and discussions does not have any importance and legal relevance. While drafting business application letter accuracy should be there as it is preserved as a legal document and presented whenever required. The day, time and event should be mentioned after two times thought.

**Mr. Tarun Bansal**

198/A

Shyam Park

Allahabad

18th October, 2011

Subject: **Annual Contract for Car Lease**

Reference: Our Letter of Tariff

Date: 20th Nov'09

**Dear Tarun,**

For the past 5 years you have been our valued customer for Car Rentals. You have strong communication, customer service, and administrative skills. Your broad background makes an excellent candidate for this position. We have attached business proposal for cars on Annual Contract please study then", they will work out to be less expensive in the long run.

Thank you for your consideration and assuring you of our best services.

Yours Truly

**Lalit**