

**Business Letter Example “Write a letter to the party that has placed an order asking for further details.” Complete Application for all classes.**

**Oswal Hosiery,**

Purana Bazaar,

Ludhiana.

October 19 ,20....

To

M/s Mahajan Store,

Hoshiarpur.

Dear Sirs,

Thank you very much for your order dated 10.10.20.... for six *Cardigans*, 36” @ Rs. 120/- each and one dozen *Skivvies*, 32 @ Rs. 75/- each. But in your order, you forgot to write anything the choice of colors.

Surely, you will like to make your own choice of colors. Will you kindly write to us about your choice per return of post? We would appreciate if you give us all the relevant details along with the choice of colors:

**(a) cotton/acrylic blended**

**(b) with border/without border**

**(C) with round neck/v-shaped**

**(d) approximate weight**

**(e) Any mixtures in the yarn.**

Assuring you of best cooperation,

With thanks.

Yours faithfully,

For Oswal Hosiery,

Hira Lal,

Sales Manager.