

Type the following Credit note and rule up:-

CREDIT NOTE

Telephone: 2842568

Telegrams: "FACIT"

Post Box no. 3684,  
35 Mount Road,  
Chennai - 600 002.

10th Feb. 2000.

Arum Tech. Instt.,  
39, Salai Street,  
Tirunelveli - 627 006.

Cr. by FACIT INDIA Ltd.,

Details of Invoice	Particulars	Amount Rs. p.
20th Feb 2000 Invoice no. 85 LG	By 2 nos. Facit T/w's (Eng) at Rs. 8000/- not having bn. ordered	12,000 00
20th Feb. 2000 Inv. no. 85	By 2 nos. Ribbon Roll at Rs. 80	160 00
	Total	12,160 00
	(Rupees twelve thousand one hundred and sixty only)	

for FACIT INDIA LIMITED

2.(iii) DEBIT NOTE- MODEL

DEBIT NOTE

///

Telephone: 443456  
Telegrams: 'Nathan'

Post Box No.95.  
5 Jones Road,  
Madras 600 015.

//

No.10/72

31 st March 1972.

//

Messrs. Ramalingam & Sons,  
Station Road,  
Madras 600 033.

//

Dr. to SWAMINATHAN & SONS

//

Details of Invoice	Particulars	Amount
		//
		Rs. P.
Invoice No.3 25 th March 1972	To 20 meters of Raymond tweed at Rs.37/-per meter mentioned in the invoice, which should be Rs. 43/- per meter	120 00
Invoice No.8 28 th March 1972	To a piece of long cloth charged at Rs.40/- which should be Rs.50/-	10 00
	Total	130 00
	(Rupees one hundred and thirty only)	

//

for SWAMINATHAN & SONS,

////

Chief Accountant.

## DEBIT NOTE

Telephone : 2465395  
Telegrams : "KUMAR"

Post Box No. 539,  
50 Big Bazaar,  
Chennai.

No. 160/2000.

3rd June 2000.

M/s. Sastha & Co.,  
10 Sannadi St.,  
Thirubuvanam 612101.

Dr. To KUMAR AND SONS

Details of Invoice	Particulars	Amount	
		Rs.	P.
(25th May 2000) Inv. No. 70 →	To 10 MARCH <del>10 MARCH</del> 'Shivaji Brand Tari' at Rs. 290/- Wh. shd. be Rs. 295/-	50	00
	Total	50	00
	(Rupees fifty only)		
	for <u>Kumar &amp; Sons</u> , // caps		

## DEBIT NOTE

Telephone : 2426650

Telegrams : "PARI"

P.B. No. 68.,

35 N.S. Bose Rd.,

Chennai - 600 001.

No-115/2000

1st June 2000.

M/s. Hari & Co.,

55, Krishnam Kol St.,

Krishnagiri.

Dr. to PARI AND COMPANY

Details of Invoice	Particulars	Amount Rs.-p.
Invoice No. 70 28th Mar. 2000.	To 6 series of Garden Series @ Rs. 300/- each Wh. Shd. be Rs. 250/-	300 00 <del>300 00</del> ✓
Inv. No. 75 30th Mar. 2000 X5	To 10 series of Cotton Series @ Rs. 200/- each Wh. Shd. be Rs. 260/-	100 00
	Total	400 00
	(Rupees four hundred only)	

For PARI AND Co.,

Proprietor



# DEBIT NOTE

Telephone: 3232323  
 Telegrams: "SANKAR"

P.B. No. 305,  
 25, Clive St.,  
 Bombay 400 002.

No. 250/15

2nd April 2000.

M/s. Raju & Co.,  
 312, Silver St.,  
 Calcutta - 700 001.

Dr. to SANKAR AND COMPANY

Details of Invoice	Particulars	Amount Rs. P.
Inv. No. 100 5th Mar. 2000	To 20 pens charged @ Rs 10/- each wh. shd. be Rs. 15/- each	100 00
Inv. No. 101 8th Mar. 2000	To 30 Ribbon rolls (Black) small boxes at Rs 55/- each wh. shd. be Rs. 60/-	150 00
	Total	250 00
	(Rupees ----- ----- in words)	
	for SANKAR AND CO.,	

Accountant

# DEBIT NOTE

Telephone: 22451550  
Telegrams: "oriental"

P.B. No. 730,  
85, Big St.,  
Triplicane,  
Chennai - 600 005.

No. 90/2001.

18<sup>th</sup> Mar. 2001.

M/s. Balu & Co.,  
10, Vellalar St.,  
Kumbakonam 612 001.

Dr. to Oriental Traders // capr.

Details of Invoice	Particulars	Amount Rs. P.
Invoice No. 115 5 <sup>th</sup> Feb. 2001.	To 10 nos. of children cycles at Rs. 300/- Wh. shd. be Rs. 350/-	500 00.
Invoice No. 117 7 <sup>th</sup> Feb. 2001.	To 10 nos. of cycle tubes @ Rs. 250/- Wh. shd. be Rs 275/-	250 00
	Total	750 00
	(Rupees seven thousand and fifty only)	

for ORIENTAL TRADERS,

Partner.

Type the following DEBIT NOTE and rule up:-

### DEBIT NOTE

Telephone: 345805  
Telegram: "BHIM"

Post Box no. 871, LØ  
160 Kanur Rd.,  
Namakkal - 636301.

No. 20/99

7th Mar. 1999.

M/s. Rajan Carriers,  
29 Station Rd.,  
Salem 636 001.

### Dr. TO BHIM BODIES

Details of Invoice	Particulars	Amount
		Rs. P.
Inv. No. 30 20th Feb. 2000	To Second coat painting done to lorry, omitted	3,900 00
Inv. No. 38 25th Feb. 2000	To Cost of luggage rack fitted to luxury coach, omitted	1,100 00
	Total	5,000 00
	(Rupees five thousand only)	

for BHIM BODIES,

Accountant

2. (iv) ACCOUNT SALES-MODEL

Telephone: 82067  
Telegrams: 'Madan'

Post Box No. 519.  
209 Anna Saiai,  
Madras 600 002.

//  
12 th February 1991.

///

ACCOUNT SALES

//

Account Sales of 50 eater Filters sold on account and at the risk of Messrs.  
Rub y and Company Limited, Mayiladuthurai.

//

Number	Particulars	Amount	
		Rs. P.	Rs. P.
315	50 Water Filters at Rs.80/- each		4,000 00
	LESS Charges		
	Transport	100 00	
	Insurance	300 00	
	Commission at 5%	200 00	
		-----	600 00
	Balance as per Draft enclosed		3,400 00
	(Rupees three thousand and four hundred only)		-----

//

E. & O. E.

for MKADAN MOHAN TRADERS,

////

Manager.

Telephone : 22571050  
 Telegrams : "Easan"

Post Box No. 674,  
 50 Second Line,  
 Chennai - 600 042.

1st July 2004.

### ACCOUNT SALES

A/c Sales of 1 No. of Power and Distribution Transformer at ~~Rs. 20,000~~ / risk of the Manager, Ramu Electric Company, Mannargudi.

Number	Particulars	Amount	
		Rs. P.	Rs. P.
500	one no. Power and Distribution Transformer at Rs. 15,000/- each		15,000 00
	LESS Charges		
	Storage	100 00	
	Cartage	200 00	
	Insurance	300 00	
	Commn. @ 5%	750 00	
			1,350 00
	(Bal. as per draft enclosed)		13,650 00
	(Rupees Thirteen thousand and six hundred and fifty only)		
E. & O. E	For EASAN AND COMPANY,		

Managing Director.

Telephone: 2658494  
 Telegrams: "Engineers"

Post Box No. 6328,  
 208, Lenin Nagar,  
 Ambattur,  
 Chennai.

20th May 2003

Account Sales Caps.

A/c Sales of Two Generating sets  
 sold on a/c and @ / risk of M/s Sakthi  
 and company, Nagpur.

Number	Particulars	← Amount	
		Rs. P	Rs. P
300.	2 Generating Sets at Rs 10,000/- each		20,000 00
	LESS Charges		
	Cartage	200 00	
	Storage	300 00	
	Insurance	500 00	
	Commn. @ 5%.	1,000 00	2,000 00
			18,000 00
	Bal. as per draft enclosed (Rupees eighteen thousand only)		

for Engineering Traders/  
Caps

Sales Manager



Telephone: 2444062

Telegram: 'Timber'

P.B. No. 35,

118-C Mount Rd.,  
Chennai - 600 006.

### ACCOUNT SALES

Account sales of 100 Nos. Teak wood  
Reapers sold ~~at~~ on account and at 1/2%  
reb of M/S. Hari & Company, Pudukottai.

Number	Particulars	Amount	
		Rs. p.	Rs. p.
850	100 Nos. of Teak Wood Reapers at Rs. 50 each		5,000 00
	LESS Charges		
	Packing	80 00	
	Transport	220 00	
	Insurance	100 00	
	Commission @ 5%	250 00	650 00
			4,350 00
	Balance as per draft enclosed		
	(Rupees in words)		
E. & O. E.	for MURUGIAN TIMBER <del>DEPT</del>		DEPOT,

Working Partner



Telephone: 2668170  
 Telegrams: "Ram"

30, Nelson Road,  
 Chennai- 600 002.

15th Sep. 2004.

Account Sales caps.

A/c Sales of 15 Godrej Washing Machine  
 sold and at the risk of M/s. Fashion and Co.,  
 Bombay.

Number	Particulars	Amount	
		Rs. P.	Rs. P.
800	15 Godrej Washing machine at Rs. 5000/- each.		75,000 00
	LESS charges.		
	Cartage	100 00	
	Storage	150 00	
	Commn. at 5%	3,750 00	
			4,000 00
			71,000
	Balance as per Draft enclosed. (Rupees seventy one thousand only)		

E. & O. E

for RAM AND Co.,

Sales Manager.

Telephone: 209450  
Telegrams: "Ravi"

Post Box No. 2381  
3 Syed St.,  
Bombay 400 006

7th December 1999

### ACCOUNT SALES

A/c Sales of 50 cycles sold on a/c  
and at the risk of M/s. Rajesh & Co., Kanur.

Number	Particulars	Amount	
		Rs. P.	Rs. P.
60	50 cycles at Rs 1000/- each		50,000 00
	LESS charges		
	Storage	500 00	
	Insurance	300 00	
	Commission @ 5%.	250 00	1,050 00
			48,950 00
	Bal. as per Draft enclosed (Rupees forty eight thousand nine hundred and fifty only)		
E. & O. E		for RAVIKUMARAN & Sons,	

Manager.

### 3. LETTERS

#### (A) APPLICATION - LAY OUT

##### APPLICATION

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1. The word 'From'
2. The 'from address'
3. The word 'To'
4. The 'To address'
5. salutation
6. Subject:
7. Reference
8. Body of the Application
9. Complementary Close
10. Enclosures if any
11. Place and
12. Date

(B) APPLICATION- MODEL

From

//

Regena Rani, B.Sc., (I.T) M.C.A.,  
201. N.G.O.A. COLONY,  
Sankarankoil,  
Tirunelveli District. 627 756.

//

To

//

The Managing Director,  
R.P.Software Pvt. Ltd.,  
Bangalore.56

//

Sir,

//

Sub: Application for the Post of Manager - for your esteemed Concern.

//

Ref: Your Advertisement in Daily Journal dated 25th January 2009.

//

-----

//

I came to know from the advertisement in the daily journal dated 20th March 2009 that there is a vacancy for the post of Manager in your esteemed concern. I beg to submit myself as a candidate for the same.

//

I am twenty two years old with a good physique. As for my qualification I like to state that I have passed the B.Sc., Information Technology and M.C.A., With 70% of marks. I have also passed the typewriting English and Tamil Senior Grade with first class. If I have a chance to work under your esteemed concern I assure that I will discharge my duties to the entire satisfaction of the superiors.

I am also enclosing herewith my Bio-Data for your kind perusal and favourable orders.

//

Thanking you,

Sankarankoil,  
30th January 2009

Yours faithfully,

////

(REGENA RANI)

Type the following Application in a Proper form! -

From

K. Kanimozhi,  
18, Appar Street,  
Madurantakam.

To

The Principal,  
New college,  
CAP MADRAS - 14.

Sir,

I have Passed the Hr. Sec. Exam with distinction. I wish to study B.Sc., Degree course in your college. I request (to send) you me the appl. form and Prospects for the B.Sc., Degree course. I have also enclosed a postal order for Rs. 100 and a stamped self-addressed envelope.

Thanking you,

yours faithfully,

MADURANTAKAM

(K. ———)

4.12.2009.

type the following Application in a proper form:

From

J. Trinita, M.B.B.S., D.C. Psycho.,  
Amos Cottage,  
2, 3rd St., Venkatraman Nagar →  
Vellore - 632006

To

The Medical Superintendent,  
Christian Medical College & Hospital,  
Vellore - 632001

Sir,  
Subj: Application for the Post of Doctor.  
Reg- ~~2~~

Ref: Your Advertisement in the Notice  
Board - & Daily paper dated  
26-06-2003 11.08.2003 <6

W.r.t / above cited, I come to  
know that ~~is there~~ a vacancy for / Post  
of Medical Asst. in Vv. esteemed Hospital and  
I submit my appln. for the same.

I am an old student of C.M.C.,  
and finished my P.G (Specialised in Child  
Psychology) at London.

Herewith, I am enclosing my Bio-  
Data for your kind consideration and expect-  
ing favourable orders.

Thanking you, Yrs. f/y

Vellore - 6

(J. TRINITA)

~~11-09-2003~~

Type the following Application in the proper form:-

From :-

R. Yamini, B.Com  
23, Gandhi St,  
Vellore - 18

To :-

The Manager,  
Kannan & Comp.,  
Medicine Stockist and Agents,  
Chennai - 23

Sir,

I wish to apply for / post of Regional Sales Manager f. wh. you ha. advertised in "The Hindu" dated 5<sup>th</sup> March 2004.

I ha. passed / B.Sc Exam. of / Madras B.Com,

taking Commerce as my main sub. in 2003

I ha. worked as a senior sales Supervisor in M/s. Raghavan & Co, Trichy leading Marketing & Distribution agents for a period of 4 yrs. As they ha. shifted their business to Mumbai, I could not continue in their service. // I may assure you th. with / know - ledge I ha. so far ~~acquired~~ <sup>↑</sup> I shall be able to discharge my duties to gr. satisfaction

in commercial marketing

Vellore  
5<sup>th</sup> March 2004.

Yours faithfully,



Type the following APPLICATION in proper form.

From

V. Balakrishnan,  
8/0 K. Vinayagayam  
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 +re.  
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 be  
selected for appointment in yr. office.

Palam  
12.8.2002.

Y. f.

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) for.

Sir,

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

U.C. w.r.t. your <sup>xxxxx</sup> advt. in the 'Thinamani',  
dated 18<sup>th</sup> June 2004, I apply for / post  
w.r. of lecturer in Tamil in your college. // I  
he. passed / M.A., (Litt.) Examn. at  
Annamalai University in I class in the yr.  
1/ 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. 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 ~~encl.~~..

Yours faithfully,

Erode,

25/6 June 2004.

Type the following Application in Proper form.

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

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

V.C W.r.t yr. adut. in the hindu dt. /  
9.5.2009, I my offer services for  
the post of Physical <sup>2</sup>Edn. <sup>1</sup>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.208  
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<sup>td</sup>  
(General Merchants)

Telephone: 7856110

P.B. NO. 3216

Telegrams: "SUBRAMANI"

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 wl. excuse this delay since you are now aware of the reason.

Your order already booked, wl. 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, Bharati Rd.,  
Coimbatore 641010

Ref. no. 5/2004

2nd Nov. 2004

Thru S. Rajan,  
20, Patel 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. GANESH  
Authorized Signatory.



Type the following BUSINESS LETTER in proper:-

RAGU AND COMPANY  
(Dealers in House Utilities)

Telephone : 310157  
Telegram : "RAGU"

P. B. NO. 37,  
20, Kumaran St., <sup>1/3</sup>  
Tiruppur - 638 601

Ref. No. 10/470

22nd June 1999.

Messrs. Balu Enterprises,  
5, Car Street,  
Erode - 638 001

<sup>1/3</sup>

D/S.

We are in receipt of yr. lr. of yesterday  
and have pleasure in enclosing a copy <sup>↑</sup>  
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 - 600 099.

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 600 001.

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. ffly,  
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

20<sup>th</sup> 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 609 001.

Dated the 2  
15th sep. 2004

Thiru R.B. Suriya,  
Ji 25, Gandhi Road  
Mayiladuthurai. 609 001.

Dear Sirs,

Received your letter dated 7th  
instant.

In the list enclosed there with, you  
have furnished your only the Particulars  
of  $\checkmark$  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 ~~the~~ certain extent. For example,  
amt. deposited in an Approved Fixed i.e.  
i.e. Deposit. Premiums paid for Life  
Insurance w<sup>l</sup>. be included in this claim.  
Besides these  $\otimes$  amounts deposited towards  
the National Savings Scheme dur. the yr.  
2004. l.c.

If you have  $\checkmark$  taken steps for the  
items mentioned not above, do may you trs.  
them within the end of this month.

there is Possibility  
for deducting in a  
large measure the

\*

y. Jf lly.

(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. 612 001.

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.  $\frac{30,000}{2}$  (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

15<sup>th</sup> 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.

19<sup>th</sup> Oct. 2003.] —————>

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

Sir,

lc  
2003h  
+ L  
l.c.  
u.c  
Thiru. N. Pathasivam, Foreman in yr.  
factory came to my clinic on the 16<sup>th</sup> 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 bill for consultation  
and treatment w. be forwarded (you to) in  
due course for settlement as usual.

Yours faithfully,

(M. S. RAMAN)