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Worksheet. III Subject. English Class 12 Topic- Business Letters

Exercise

Write the following letters concerning business transaction:

1. to a dealer to supply some electronic goods.
2. to the Manager of a TV shop for a TV set for your office.
3. to a dealer of watch requesting him to send the latest-catalogue of watches.
4. to a stationary shop ordering some stationary goods for a school.
5. to a sales representative thanking him for his efficient service.