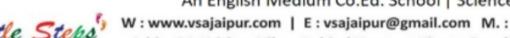
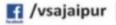


## YA SHREE ACADEN SR. SEC. SCHOOL An English Medium Co.Ed. School | Science & Commerce



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Worksheet.

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.