

**Letter Example “Write a letter giving favorable Reference.” Complete Application for all classes.**

The Manager,  
Lal Paper Industry,  
Yamuna Nagar.  
November 29, 20...

To

M/s O.K. Traders,  
The Mall,  
Shimla.

Dear Sir,

We have received your letter No. 1/3, dated 22<sup>nd</sup> November, 20.... asking our opinion about Mr. P.C. Garg, B.A. who has applied in your office for the post of a Public Relations Officer.

We are glad to write that Mr. Garg has been in our service for the last one year. His work has been very satisfactory in that capacity. He has the knack of winning people and deals with them very effectively. He is a young man with ambition.

We feel sad that we are unable to fulfill his expectations and offer him what they very effectively. He is a young man with ambition.

We feel sad that we are unable to fulfill his expectations and offer him what he rightly deserves. We shall be glad if he succeeds in getting a chance where he may display his latent qualities in a better way.

Yours truly,

For Lal Paper Industry,

1. Manchanda.