

Letter Example “Write a letter announcing a clearance sale.” Complete Application for all classes.

51-C, Lawrence Road,

Amritsar.

August 13,20....

To

T.C. Gupta

Tansen Raod.

Amritsar.

Dear Sir,

As you must be aware, we have decided to shift to the newly constructed business complex near Payal Cinema. To avoid the cost of shifting we have decided to clear off our present stock at bargain prices.

Our stocks include all types of T-shirts, cotton and woolen jackets and trousers(gents only). You can select from a wide variety of colors and designs. We have also launched a scheme called BUY ONE GET ONE FREE. It will be real shopping joy if you visit our premises.

We enclose the price list. The prices quoted by us are much below the cost. Since the stocks are very limited, we request you to pay an early visit to our store. We are confident that you will find it a good bargain.

The clearance sale will continue from 14th to the 21st of August.

Yours faithfully,

Hari Prasad,

Managing Director.

Encl: A price list