

**As sales executive of a textile firm, write a memorandum to the Dy General Manager, suggesting therein some incentives for dealers to increase the sales.**

**Kotsons Pvt. Ltd.**

**Mall Road Simla**

Ref: No GM/26/02

Date.....

Memorandum

**From: Dy General Manager**

**To: The General Manager**

**Sub: Damage caused by fire.**

It was on 22<sup>nd</sup> August, 2014 when a fire broke out in the mill's showroom at about 3 o' clock in the night. It seems to be caused by short circuit and the entire showroom was in full blaze within minutes. It took nearly four hours for the two fire brigades to control the fire.

The total damage estimated is not less than rupees one crore, as some goods lying in the adjacent go down also caught fire. Lot of the goods were saved by the timely arrival of the fire brigades. The insurance company has since been informed and the requisite claim for the damage will be submitted within three days.

I am trying to chalk out the plans and the measures to be taken to prevent such happening in future. A detailed report will be submitted to you at the earliest.

SD/-

Dy General Manager