

**Business Letter Example “Write a letter placing a order of fountain pens”
Complete Application for all classes.**

NARESH BOOK DEPOT

43, Raja Road,

Narnaul.

13th October, 20....

To

M/s Modern Pen Stores,

95, Old Fort Road,

Delhi.

Dear Sirs,

We are glad to place the following order with you to be executed at your earliest:

1. **12 'Regal' fountain pens @ Rs. 60/- each.**
2. **12 'Nirmal' fountain pens @ Rs. 50/- each.**
3. **12 'Eternal' fountain pens @ Rs. 40/- each.**
4. **24 'Usha' fountain pens @ Rs.35/- each.**
5. **24 'Anita' fountain pens @ Rs.25/- each.**
6. **48 'Royal' fountain pens @ Rs.20/- each.**

The goods should be packed very carefully and there should be no damage done to the pens during transit. In case of any damage, the loss will be borne by you. These pens should be of choicest and varied colors.

Kindly give top priority to our order and send the pens immediately. Kindly collect the amount of the invoice by negotiating the R/R through the New Bank of India.

Yours faithfully,

For Naresh Book Depot,

Yash Pal,

Proprietor.