

**Letter Example “Write a letter of enquiry concerning the financial status of a firm.” Complete Application for all classes.**

Sohan Lal Manufacturing Co. Ltd.,

Purana Bazar,

Aligarh.

August 13, 20....

To

Mr. Gopal Krishan,

431, College Road,

Ludhiana.

Dear Sir,

We would like to know the financial status of Ms. Raj Stores, Ludhiana as this firm is new to us.

Actually, we have received an order from the said firm. We shall be highly obliged if you send us the required information. Also, please let us know whether it would be reasonable to grant credit to the said firm to the extent of rupees eight thousand.

We thank you in anticipation and assure you that this correspondence will be kept strictly confidential.

Yours faithfully,

For Sohan Lal Manufacturing Co. Ltd.

1. Kumar,

Proprietor.