

Letter Example “Write a letter for your customers announcing 15% discount” Complete Application for all classes.

Draft a circular letter for your customers announcing 15% discount on your goods on the occasion of the Dewali festival.

Mohan General Stores,

58, Super Market,

Patiala.

Dear Sir/Madam,

With great pleasure we inform you that we have planned a grand reduction of 15% on our plastic/fancy goods, on the occasion of the Dewali festival. For the first time, greeting cards have also been placed under heavy discount. Gift items of all ranges and attractive plastic goods also come under this scheme.

I hope you will give us a chance to serve you. We will be glad if you avail of this rare opportunity and also send a word around in your circle. We may assure you that you will not have any complaints against any of our goods.

Do pay us a visit and oblige.

Yours faithfully,

For Mohan General Stores,

Kuldeep Singh,

Proprietor.