

(R. PRAKASH)
Sales Manager.

All caps /
yours faithfully,
for Kiruthiga... Ltd.

as early as possible.

settling. We are not in a position to give you further time to settle our dues. We hope that you will send yr. cheque

We are quite aware of the difficulties that you are facing.

acknowledged the receipt of the consignment sent to you in Dec. 2017. As per our agreement, you have to pay the bill amt. within a month fr. the date of receipt of the goods.

We regret to inform you that we have not received any response to your letter dt. 3rd Jan, 2018. You have not even

Dear Sirs,

Messrs. Priyanka And Sons,
1-10-15 Begum Bazaar,
Hyderabad 500 012.

Ref. No. 11/2018

Tele: 22480728

Kiruthiga cosmetics (Private) Ltd.
(Dealers in cosmetics)

P.B.No. 217,
37 Luz Church Rd.,
Chennai 600004.
12th March 2018. Y4

Type the following BUSINESS LETTER in proper form:-