

Date \_\_\_\_\_  
Page \_\_\_\_\_

## Q 7 Answer

The formally written document in the format of letter which takes part in any of the business activities & tools in business world, it serves various purposes of a business.

### Example

UPPCL Electrical  
Shakti Bhawan Lucknow

Dear sir

July 11, 2020

Thank you for your letter of enquiry. We would be glad to meet your requirement of selling out tere in your detail showroom. Our quotations are given in the price list enclosed. We offer 10% discount on orders above Rs 50,000. Beside we allow a grace period of 45