

CLASS-12 – A/B/C

Subject- English

Day-26

Topic- Letter writing (business letters)

Questions

1. You are the librarian of Public School. You had placed an order for textbooks with Ganpati and Sons. As the books did not arrive on time you have decided to cancel the order. Write a letter to the Manager, Ganpati and Sons, Chennai, cancelling the order.
2. You are Ravikant, sports teacher of Sunshine Public School, Karol bagh, Delhi. A month ago you placed an order for the supply of a few sports goods. So far you have not received the goods. Write a letter in 120 to 150 words to the Sales Manager, Olympic Sports, F-12, Dariyaganj, Delhi requesting a speedy delivery of the goods.