

Business Letter Example For Students

Your Name

Address

Address

Phone & Email

Dear Ma'am,

All the related books of hindi which are perfect for all the children of the standard 5th and as per discussed all the books have been sent with all the respective numbers of registration.

All the respective books might have reached you at the suitable time and hence we would like to know what you have further decided as soon as possible as it is an urgent issue which has to be noticed and cleared.

Thanking you

Yours faithfully,

U.Y Hana