

**M. B. COLLEGE OF COMMERCE AND SHREE G. M. N. LALJI
ARTS COLLEGE, DEHGAM**

**COMMERCIAL COMMUNICATION
F.Y. (B.COM.) SEM – 2
UNIT – 3**



**DR. HITESH R. BHATT
PRINCIPAL
DEPARTMENT OF ENGLISH
ARTS AND COMMERCE COLLEGE DEHGAM**

CONTACT – dr_bhett2004@yahoo.com

Inquiry Letter

SHAH & COMPANY PVT.LTD

GIDC ELECT.ZONE, NARODA ROAD, DEHGAM

Email- shah@gmail.com Mobile +919824365333

REFERENCE NO.-----

DATE;- -

To
The General Manager,
Patel Emporium, Rajkot

Subject:- Regarding Inquiry of Ready made Garments.

Dear Sir,

As per your knowledge, it is to bring to your notice that, we are going to start a new business house for ready made garments. We need all range of readymade garments for kids, boys and girls.

Kindly send the Quotation and the latest price list of all range of ready made garments available with you. You are also requested to send us payment condition, supply of the goods, discount offer and mode of transportation within 15 days.

If we find your quotation competitive and other terms and conditions favorable, we can order in future.

Thanking you
Yours' Faithfully.

Reply to Inquiry

PATEL EMPORIUM

GIDC ELECT.ZONE, NARODA ROAD, DEHGAM

Email- shah@gmail.com Mobile +919824365333

REFERENCE NO.-----

DATE;- -

To
The General Manager,
Shah and Company Pvt. Ltd.

Reference: Your Letter Dated 16th June ,2021

Subject:- Regarding Reply to Inquiry of Ready made Garments.

Dear Sir,

We are pleased to know that you have initiated new venture of Readymade Garments. Received your inquiry and we are happy to provide you the quotations and latest price list of all range of readymade garments.

We have enclosed herewith our latest price list and catalogue.

Discount 20% on price list

Payment. On One month Credit

Delivery:- With in 120 days from the date of Order

Transport: By Road transport Other taxes as applicable.

Thanking you

Yours' Faithfully.

Execution of Order

BATA SHOES COMPANY

BATA HOUSE, PRABHADEVI ROAD, BANDRA, MUMBAI

Email- bata@gmail.com

Mobile +919824365333

REFERENCE NO. 01

DATE December 24, 2020

To
Karnavati Foot wares
Elegant Mall, Nr. Mansi Tower
Vastrapur, Ahmedabad

Dear Sir,

We thank you very much for your order of December 12, 2020 for a variety of foot wares for Men, women and Children. We have the pleasure to inform you that we have packed the goods in hard boxes and send them by Golden Transport Company.

Please find the receipt of the transport and invoice of goods. We have allowed you 30 days credit facility as mentioned in our reply to inquiry. Hope that your valued customers will like the quality of our foot wares.

Looking forward to the time payment and satisfaction for future association.

Thanking You,
yours' Truly

Placing of Order letter

DHIRAJ ELECTRICAL APPLIANCES

GIDC ELECTRONIC ZONE,
VATVA, AHMEDABAD

DATE:-24thJanuary,2014
Mobile No.

Reference NO. Order/14.

To
The General Manager,
Patel Electrical Home Appliances,
Electronic Estate, Noida, New Delhi.

Subject:- Regarding order for Electrical Goods.

Dear Sir,

As per the quotation and latest price list supplied by you, we have decided to place our order to supply the following goods on terms and conditions. We have surveyed the Market and decided to give you order. We agree to your discount offer and terms and condition. We expect goods to be delivered before 31 July, 2021. If you fail to deliver the goods we reserve the right to cancel the order. Kindly supply the goods in hard card board boxes and send them by transport.. The payment will be given by cheque against the delivery of goods.

S.N.	Name of the item	Quantity
1.	Mixers (BOSS)	10
2.	Led TV (SAMSUNG)	50
3.	Washing Machine (SAMSUNG)	10

Yours Truly
Proprietor.

Cancellation of Order Karnavati Foot wares

Elegant Mall, Nr. Mansi Tower, Vastrapur, Ahmedabad

REFERENCE NO. 01

DATE December 24,2020

To
Bata Shoes Company
Bata House, Prabhat Street
Vastrapur, Ahmedabad

Subject:- Cancellation of order

This is to remind you of our order of October 5,2020 for a variety of foot wares for Men, women and Children. We have clearly stated that we require the goods before the stipulated time mentioned in the order Letter. It was required for the coming marriage season. Despite our reminders you have not cared to send the goods in time. Your inordinate delay has incurred a loss of reputation and profit.

Since the marriage season is over, we no longer require the goods. So kindly consider our order as cancelled.

Yours
Truly

Complaint letter by E-Mail (Late Delivery of Goods)

To **mbcadehgam1966@gmail.com**

From **Roopkalacenter.com**

Date **23rd December,2020**

Subject **Late Delivery of Goods**

C.C



Any
Queries



We have received today the consignment of silk saris ordered by us on 10th. We are sorry to inform you that, in spite of our specific instructions our order is executed late by more than a month time.

Please note that we had placed an order of saris to meet the demand of Coming marriage season. We received the goods at a time when we no longer need it.

We had already mentioned in our letter if we receive the goods after the date mentioned we would cancel the order. However we consider the goods and propose to grant 8% additional discount so as to compensate the loss.

Hope you will be agree with the proposal

Romil Patel

Roopkal Silk Center

Mobile No. 9999999999

Email;- roopkalsilkniketan.com

Complaint letter by E-Mail (Damaged Goods)

To **Sureshshah@shah&sons.com**
From **patelmm@yahoo.com**
Date **29th December,2020**
Subject **Damaged of Goods**

Thank you very much for the prompt delivery of 200 oil tins ordered by us on 15th December,2020. We regret To inform you that some of the oil tins are badly damaged conditions.

When we open the packed goods, we found that 10 tins are in badly damaged condition. 4 of the tins have been dented during the transportation. It seems that the packaging department has not packed the goods properly.

We request you to Compensate for all 14 oil tins. As they are not fit for sale. You may ask your salesman to collect all damaged 14 oil tins and replace them with new oil tins. You are also requested to send the credit note of Rs. 18000/- ()1700 Per Oil tin as per your quotation.

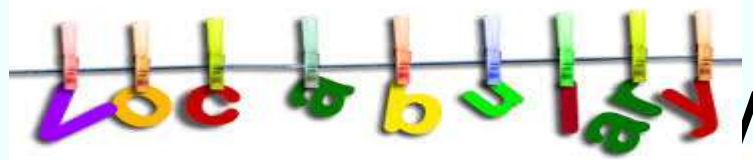
We hope that you will effect quick adjustment..

Mayur Joshi (Partner)

Patel & Sons

Mobile:- 9999999999

E-Mail joshi@patel and sons.com



- Agenda- list of points to be discussed in meeting
- At par- Original value of share
- Bankruptcy- legal status of a person who cannot pay debt.
- Black market- Under ground Market of trading.
- Budget- Financial plan.
- Capital- Asset
- Creditor- A person to whom debt is given.
- Dead stock- Good never sold.
- Deficit- Excess of expenditure over income.
- Disbursement- distribution of money.
- Entrepreneur- Businessman
- Fiscal- Government Revenue.

Vocabulary

- Freight- Goods supplied by ship
- Gross- Without calculation of taxes.
- Lease- Contract for use of asset.
- Liabilities- Financial responsibility.
- Margin- Profit on business.
- Minimum wages- Lowest salary
- Monopoly- Market without competition.
- Mortgage- Loan against property.
- Negotiable- Capable of being discuss.
- Petty cash- Fund for miscellaneous expense.
- Power of Attorney- Legal permission of taking decision.
- Promissory Note- Document of fund refund.
- Recession- Decline of economic activity

Vocabulary

- Revenue- Earning from sale of goods
- Subsidy- Financial help by Government
- Surplus- Excess of Income on Expenses
- Waive- Refrain
- Royalty- Payment to someone as award.

