**Vidyasagar University**

**Midnapore**

**Department of English**

**Semester II**

**Paper: ENG-204 (CBCS)**

**Language & Communication Skills**

Dear Students,

Owing to the present lockdown across the nation because of the threat of the COVID-19 pandemic, we could not complete the Business Correspondence we had started work on in the class. The Learning Material here may serve as a sort of substitute for the interface in the workshop-mode which we had adopted.

I wish you all a safe stay at home.

With best wishes,

Jolly Madam.

**↑**

**This is a semi-formal correspondence.**

**[we know each other; our relation: student—teacher]**

A business correspondence is different.

**Unit: 03 -- Business Communication**

**Some features of business communication:**

* The parties who communicate are very formal in their approach.
* The communication is usually made on a Letterhead of the Business House.
* The designation of the addressee is given.
* The designation of the addressor is given.
* Only important information regarding the Business is given.
* There must be the full address, contact number and email address of each party [for future correspondence].
* The must be a letter / memo number and date.
* A few examples are given here: They are a chain of memos / letters between two business houses which deal with ready-made garments. One produces the garments. The other is a retail shop.

**M.K. ENTERPRISES**

**36, Biplabi Kshudiram Sarani,**

**P.O.: Midnapore,**

**Paschim Medinipur,**

**721101**

**Contact: xxxxxxxxxx email:mke@gmail.com**

No.: MKE/Marketing/03/2020 Dated: 03.02.2020

To

The Manager,

Fashion Mahal,

69, Rani Shiromoni Avenue,

P.O.: Vidyasagar University,

Paschim Medinipur,

721102.

Sub.: Request to market our products of garments.

Dear Sir,

This is to request you to kindly consider marketing our products (ready-made garments) through your prestigious outlet in Midnapore town. The available items and their price and size are as follows:

1. Kurti free size 200/- per piece
2. Leggings free size 100/- per piece
3. Saree Blouse all standard sizes 1200/- per dozen
4. Saree Petticoat all standard sizes 900/- per dozen

The products are of good quality. They will be supplied within a week of receiving the order for them.

We look forward to your positive response for having business with your organization.

Thanking you.

Yours faithfully,

ABC

Manager,

M.K. Enterprises.

**FASHION MAHAL**

**69, Rani Shiromoni Avenue,**

**P.O.: Vidyasagar University,**

**Paschim Medinipur,**

**721102.**

**Contact: xxxxxxxxxx email:fm@gmail.com**

**No.:** FM/Purchase/06/2020 Dated: 13.02.2020

To

The Manager,

M.K. Enterprises,

36, Biplabi Kshudiram Sarani,

P.O.: Midnapore,

Paschim Medinipur,

721101.

Sub.: Purchasing your products of garments.

Ref.: Your memo No. MKE/Marketing/03/2020 dated 03.02.2020

Dear Sir,

This is to request you to kindly supply the garments in quantities as mentioned against each:

1. Kurti free size 100 pieces
2. Leggings free size 100 pieces
3. Saree Blouse all standard sizes 2 dozens per sizes 32, 34, 36
4. Saree Petticoat all standard sizes 2 dozens per sizes standard & large

We hope that you will supply products without any defect.

The delivery must be made on or before 28.02.2020 at our shop during working hours.

Payment will be made through NEFT. So, please provide us with your bank details. Payment will be made within a week of receipt of the products. The bill may be prepared accordingly.

Thanking you.

Yours faithfully,

ABC

Manager,

Fashion Mahal

**M.K. ENTERPRISES**

**36, Biplabi Kshudiram Sarani,**

**P.O.: Midnapore,**

**Paschim Medinipur,**

**721101**

**Contact: xxxxxxxxxx email:mke@gmail.com**

No.: MKE/Marketing/33/2020 Dated: 15.02.2020

To

The Manager,

Fashion Mahal,

69, Rani Shiromoni Avenue,

P.O.: Vidyasagar University,

Paschim Medinipur,

721102.

Sub.: Request to market our products of garments.

Ref.: Your Memo No. FM/Purchase/06/2020 dated: 13.02.2020.

Dear Sir,

This is to thank you for placing your order for our products. They will be delivered as desired.

Our bank-details are as follows:

Bank: State Bank of India

Branch: Midnapore

IFSC: SBIN 000 XXXX

Account No.: 11122223333.

Thanking you.

Yours faithfully,

ABC

Manager,

M.K. Enterprises.

**M.K. ENTERPRISES**

**36, Biplabi Kshudiram Sarani,**

**P.O.: Midnapore,**

**Paschim Medinipur,**

**721101**

**Contact: xxxxxxxxxx email:mke@gmail.com**

No.: MKE/Marketing/69/2020 Dated: 26.02.2020

To

The Manager,

Fashion Mahal,

69, Rani Shiromoni Avenue,

P.O.: Vidyasagar University,

Paschim Medinipur,

721102.

Sub.: Request to market our products of garments.

Ref.: (1) Your Memo No. FM/Purchase/06/2020 dated: 13.02.2020.

(2) Our Memo No.: MKE/Marketing/33/2020 dated: 15.02.2020.

Dear Sir,

This is to inform you that the products you had placed an order for are being delivered on date, and as desired. The bill for an amount of Rs. xxxxx/- is enclosed with this memo. Please make the necessary arrangements for the e-payment as promised.

We hope we have satisfied you with our business so far. We look forward to continuing our business relations.

Thanking you.

Yours faithfully,

ABC

Manager,

M.K. Enterprises.

**FASHION MAHAL**

**69, Rani Shiromoni Avenue,**

**P.O.: Vidyasagar University,**

**Paschim Medinipur,**

**721102.**

**Contact: xxxxxxxxxx email:fm@gmail.com**

**No.:** FM/Purchase/106/2020 Dated: 03.03.2020

To

The Manager,

M.K. Enterprises,

36, Biplabi Kshudiram Sarani,

P.O.: Midnapore,

Paschim Medinipur,

721101.

Sub.: Purchasing your products of garments.

Ref.: Your memo No. MKE/Marketing/69/2020 dated: 26.02.2020.

Dear Sir,

This is to inform you that the NEFT for an amount of Rs. xxxxx/- has been made on 02.03.2020 as payment for the purchase of the products delivered vide memo under reference.

We are highly satisfied with the quality of the products and your business.

We shall certainly get back to you for more of your products.

Thanking you.

Yours faithfully,

ABC

Manager,

Fashion Mahal