Wada Nirmiti Education Society's

GURUKUL GLOBAL SCHOOL

WORKSHEET

LETTER WRITING

SUB: English Grammar **STD: X**

NAME: _____ ROLL No: _____ DATE: _____

Letter of Order: Examples

1. As the manager of Niti Institute of Excellence, Prabhuji Marg, New Delhi, you need to order books in bulk. Write a letter to M/s Singh & Bros. Booksellers, Lucknow, placing an order for the books to be supplied immediately. Sign yourself as Saurabh/Sujata. Write this letter in about 100-120 words.

2. Imagine that you are the Principal, Mayur Public School, Mall Road, Mathura. Write a letter to the Sales Manager, Apsara Publishing House, Mandir Marg, Mathura, placing an order for some books for your school library. (Minimum four titles and number of copies).