

Official Letter

Write an application to the Secretary, Bar Council Uttar Pradesh, for
sopping your perceived application from the enrollment as an advocate.

Gaurav Verma,
Naubasta Kalan,
Lucknow.
01/05/2019

To,
The Secretary,
Allahabad,
Uttar Pradesh.

Sub:- Regarding supply of registration Application form for Lawyer.

Dear Sir,

With due respect that this year I have complete my 5 year
B.A.LL.B course from R.M.L Avadh University. I secured 70 percent
marks in final exam.

Now I am willing to enroll myself and for that I am need of a
prescribed application from a crossed postal order no. is
attached herein as its prescribed fees. Kindly arrange to supply me the
same on given address.

Thanking You!

Yours' obediently
Gaurav Verma

Write an application to the S.S.P of your city for non-registering F.I.R

Gaurav Verma,
Naubasta Kalan,
Lucknow.
02/05/2019

To,
The S.S.P
Lucknow,
Uttar Pradesh

Sub: Complaint for non-registering FIR in kotwali.

Dear Sir,

On 01/05/2019 at 10:45 P.M when I was going to attend a marriage party with my wife and son to R. Palace foot. Some miscreant followed us from the end of the road. After some time one of them snatched the purse of my wife was having currency note worth Rs 5000 along with the some gold valued . When I was approached to kotwali at 11:00 P.M the ASI there refuse to register the FIR. Next day when I met the in charge of kotwali. He also refused by saying, it was late I am a victim of crime committed in the city near kotwali area.

Kindly order the in-charge of police station to register my FIR and instruct him to investigate. So that I may get justice.

Thanking You!

Yours'
Gaurav Verma

Write an application for the post of lecturer in law department.

Gaurav Verma,
Naubasta Kalan,
Lucknow.
03/05/2019

To,
Avadh Law College,
Barabanki.

Sub: Application for the post of Lecturer

Dear Sir,

With due respect, I am Gaurav Verma applying for the post of Lecturer in your college as a lecturer of law department. I came across about this through a news paper named Amar ujala where you have posted a vacancy requirement for the above said post.

My education and personal details are mentioned in my C.V which is attached with this application.

I am having 1 year experience in V. D. College as a lecturer. I hope to receive a favorable response.

Thanking You!

Your's Faithfully
Gaurav Verma

Business Letter

Write a letter to book seller ordering a few books and making and inquiry about new publication in your subject.

Gaurav Verma,
Naubasta Kalan,
Lucknow.
03/05/2019

To,
Chhaya Book Depo,
Munshi Puliya,
Lucknow.

Sub: Ordering a few book and making an inquiry.

Dear Sir,

Kindly arrange to send me the following books by courier as soon as possible.

1. Ex General English by Sudesh Tripathi 2 copy
2. Law of Contract by Dr. Vinod Kumar 2 copy

Please intimate me what new additions have been published in your publication in the in Human Right. Please note that the book must be packed carefully so that these may not be damaged in trans it.

Thanking You!

Your's obediently
Gaurav Verma

Write a letter packing an order of garments to garment house.

Gaurav Verma,
Naubasta Kalan,
Lucknow.
04/05/2019

To,
India Mart Garment House,
Bhoothnath,
Lucknow.

Sub:- Packing order of garments.

Dear Sir,

Kindly arrange to send me these following garments by courier as soon as possible.

1. Cotton shirt and Pant 2 piece
2. Cotton White shirt and Pant 2 piece

Let me intimate what is new at garments for at your garment house.

Please note that the garment must be packed with carefully so that these may not be damaged by transit.

Thanking You!

Your's Faithfully
Gaurav Verma

