

Shri H. K. Commerce College,

Ahmedabad-09

Assignment- 2022-2023

B. Com Sem - 2 (English & Gujarati Medium)

CC 109 Commercial Communication

Write the Following Letters.

- 1.As a retailer, place an order for the varieties of computer Accessories.
- 2.You have an inquiry from a whole seller for the electronics home appliances. Draft a latter of reply.
- 3.Write a reply through e-mail to the complaint against an employee's rude behaviour by a customer of Shubha Fabrics, Surat.
4. Write a letter of inquiry for the products of mobiles.