

Shri H. K. Commerce College

Semester -4

Sub: Commercial Communication

CC-209

Assignment

1. On behalf of Chirag Gandhi, write a letter to the Chairman of Municipal Corporation, Ahmedabad requesting to set up a children park.

2. Draft the letter on behalf of the company to Savan Traders, asking for an explanation regarding the low sales of Whirlpool washing machines in Ahmedabad. Mantra Traders, Rajkot is disappointed with the sales and has asked for an explanation regarding the low sales.