

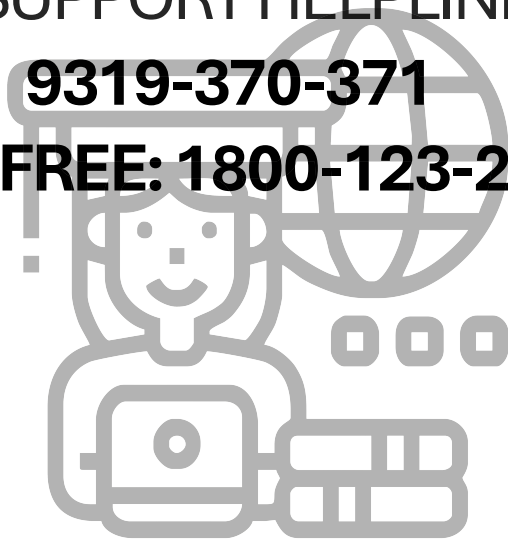
MIPS PVT. LTD.

CAREER MAKERS SINCE 2012

STUDENT'S SUPPORT HELPLINE NUMBER:

9319-370-371

TOLL FREE: 1800-123-2012



VIRTUAL COLLEGE

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Notice Format

1. Heading: Notice Under [Specific Act/Section]

[Your Name and Address]

[Date]

[Recipient's Name and Address]

1. Subject: [Purpose of Notice]

2. Introduction:
Briefly state the purpose of the notice.

3. Facts: **VIRTUAL COLLEGE**
State relevant facts. A UNIT OF
MIPS PRIVATE LIMITED

4. Demand/Requirement:
Specify the action required.

5. Timeframe:
Specify the timeframe for compliance.

6. Conclusion:
State consequences of non-compliance.

7. Signature:
[Your Signature]

8. Advocate's Certificate:
[Advocate's Signature and Stamp]

Report Writing Format

1. Title Page:

- Report Title
- Name of Author
- Date

2. Executive Summary:

Brief overview of the report.

3. Introduction:

Background, purpose, and scope.

4. Facts and Findings:

Detailed analysis of facts.

5. Analysis and Discussion:

Interpretation of findings.

6. Conclusion:

Summary of main points.

7. Recommendations:

Suggestions for future action.

8. References:

List of sources cited.

9. Appendices:

Supporting documents.

Legal Application Format

1. Heading: Application for [Specific Relief]

[Name of Court]

[Case Number]

[Date]

1. Parties:

- Applicant: [Your Name]

- Respondent: [Opponent's Name]

2. Introduction:

Briefly state the purpose of the application.

3. Facts:

State relevant facts of the case.

4. Grounds:

Specify the grounds for the application.

5. Relief:

Specify the relief sought.

6. Verification:

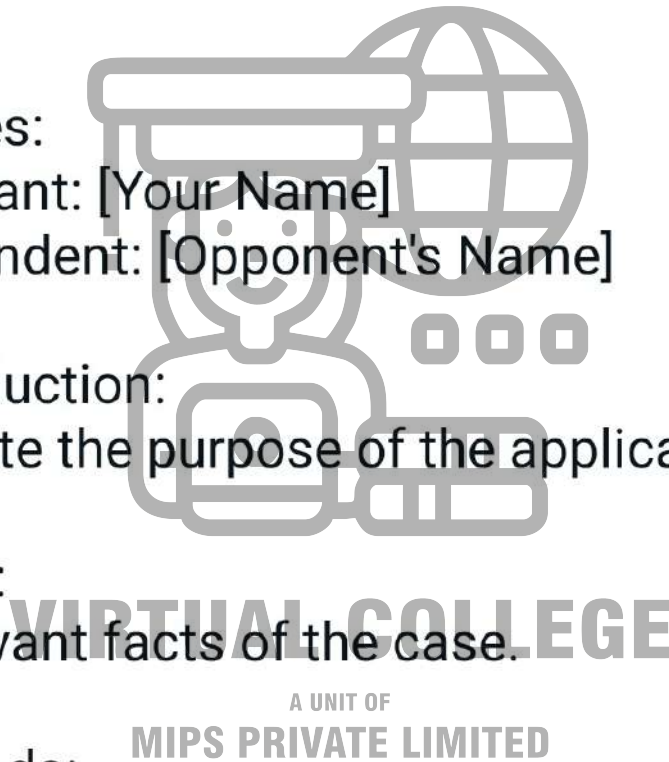
I, [Your Name], verify that the contents of this application are true.

7. Signature:

[Your Signature]

8. Advocate's Certificate:

[Advocate's Signature and Stamp]



FORMAL LETTER

Ques Write a letter to editor to raise the issue of mushrooming of health centre in the capital.

Examination Hall
New Delhi

Date : May 26, 2015

Times of India
B.S. Zafar marg
New Delhi

Sub :- Issue of mushrooming of health centre in the capital

Sir,

Right from the inception of your esteemed publication, you have been contributing a lot to generate awareness among people and society qua fierce issues through your effective editorial. This time once again your indulgence is desired to raise captioned issue which has become matter of deep concern now.

Delhites have become conscious enough about their health, rather youngsters seems to have passion to keep themselves fit. Due to such scenario health clubs are mushrooming rapidly in the capital and people with business minds do not want to leave any stone unturned to incash such scenario. Ironically these

DATE: / /

centers are hardly bothered about the fitness of the people as they neither have trained instructors nor qualified dieticians. Such situation is a great threat to the health of people. Recently youngsters have to undergo through major spinal surgery because of excessive gym without instructors. As such need is there to make license mandatory for such centres and health inspectors should visit and seal those centres running without license. People are also required to be enough while joining any health centre.

Hence, Assessment of entire scenario itself reflects the need of awareness at large. You are therefore, humbly urged to publish an effective editorial in this context to spread awareness at mass level and to get attention of concerned authorities diverted as well.

Thank you

Yours faithfully
XYZ

(XYZ)

31.08.15

LETTER OF COMPLAINT

Q Write a letter of complaint to the Chairman, Delhi Transport authority complaining against insecure public transport system in the capital.

FORMAT SAME OF FORMAL LETTER

Subject:- Complaint Against Insecure public transport

Sir,

Through this letter I wish to get your kind attention diverted towards captioned problem which has become matter of serious concern now. Moreover, victims are at the verge of agitation which could spoil reputation of your mechanism.

Para - 2 (self composed)

Write two-three lines about problem followed by an example. Insert rational suggestions.

Despite repeated complaints to your sub-ordinates, remedy has yet been provided you are, therefore, humbly requested to look into the matter and to take prompt initiatives to improve the situation. This will not only restore confidence of victims but will also maintain the reputation of your department. Action against ~~any~~^{guilty} officials is also expected.

Thank you - Yours faithfully - dhru (X12)

Business Letters (Placing of orders)

Suppose you are General manager of XYZ trading company, 2/13 Indrapuri New Delhi. Write a letter / Place order of sports articles to ABC manufactures C/20 Gurugram, Haryana.

Format same of formal letter (Letter-head must be prepared)

SUBJECT - Supply of Goods

Sir,

Kindly supply articles mentioned here in under at the earliest on account of its requirement. Quality that was approved through samples is accepted otherwise we shall be constrained to cancel the order.

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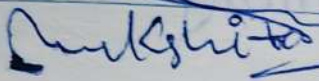
MIPS PRIVATE LIMITED

S. NO	Name of Goods	Qty (Dozen)	Code No.
1	Bat	6	521
2	-	-	-
3	-	-	-
4	-	-	-

I am also enclosing here with demand draft of ₹50,000 as a token of advance with assurance to make rest of the payment within three days after the date of receiving of consignment. Kindly acknowledge the receipt of draft. Rebate available for academic institution/bulk cash transaction / regular buyers is also excepted. ~~Rebate of 20% for regular buyers is also given.~~

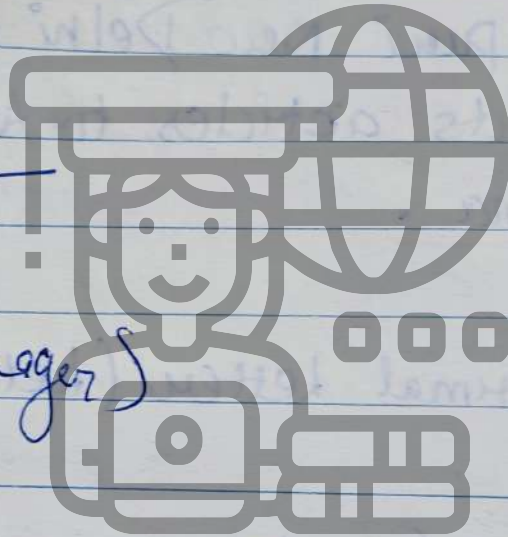
Thank you

Yours sincerely



XV2

(General Manager)



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