

To an estimate of the
demand of product



**ASSIGN
BUSTER**

To(Company Name)(Address)(Date) Subject: Stock taking for the year ending _____ (Date) The stock taking for the purpose of closing the accounts for the year ending _____ (Date) would commence on _____ (Date). All the departments are advised to draw their requirements latest by _____ (Date). Also there would be no supplies to customers from the stores on _____ (Date).

Yours Faithfully,(Your Name)

2. Memorandum for Special Leave

To(Company Name)(Address)(Date) Office Memorandum With reference to his request for grant of special casual leave, _____ (Name) is informed that special casual leave has been granted to him for four days from _____ (Date) for enabling him to attend his _____ (Reason for Leave). (Your Name)Manager

3. Memorandum for an Estimate of the Demand of Product

FromManaging Director(Company Name)Interoffice Memorandum To The Marketing Manager,(Company Name)(Address)(Date) Sub: Supply of tea in southern part of the country.

Recently, I visited the tea estates of _____ (Place) and _____ (Place) and discussed with the Production Managers the possibility of increasing the production so that we could supply _____ (Item) to the Southern part of the country. They see no difficulty in doing so, but before they take any definite steps in this direction, they would like to have an estimate of the demand of our product in this region. Would you please

contact our agents quickly and let me have the estimates by the end of
October. (Your Name)