Lesson 4: Dealing with Outgoing Mail

1) Fill in the "Register of Outgoing Mail" using the following information. Note that:
   - ✉ All outgoing letters to be send today.
   - ✉ Some letters should not be registered in this form.

1. A letter delivered from Administration Manager to Gulf Air regarding payments. Its reference us AC456.
2. A letter from Purchase Department to University of Bahrain about employees' admission. Its reference is PH323.
3. A letter of complaint received from an important buyer. Its reference is R234.
4. A letter from Stores Department to Alba, requesting some consultation. Its reference is AM234.
5. A letter sent to Awal Insurance Company, regarding the new employee insurance, with reference KY2345. The Accounting Manager prepared this letter.
6. A letter was received from Kanoo Motors to Account Dept. it was issued on 24/3/20--. A catalogue attached. Its reference is MQ234.
7. letter should be sent to Batelco. It is about new telephone lines in the company, with reference RE345. List of departments attached.

Register of Outgoing Mail

S. No	Date Mail Sent	Ref.	Subject	Sent to	Remarks
78					

2) Record the business letter in the following registers of Mail given below:

ARADOUS COMPANY
P.O. Box 2323 – Phone (973) 121212
Manama – Kingdom of Bahrain

Ref. AR343

Date: 25 April 20--

Sales Manager
P.O. Box 555
Manama – Kingdom of Bahrain

Dear Mr. Abdulla:

Subject: Payments

Please find enclosed a cheque for BD160.000 (Account No. 1238) for the work carried out in reception area.
Thank you for your co-operation.
Yours sincerely,

Hamad Moh'd
Chief Buyer

Enc. Cheque

Register of Outgoing Mail

S. No	Date	Ref.	Subject	Sent to	Remarks
33					

INCOMING MAIL REGISTER

S. No	Today's Date	Sender	Ref.	Date of letter	Subject	Sent to	Remarks
23							

Remittance Book

Today's Date	Remitter's Name	Method of Payment	Account No.	Amount	Currency	Signature