

Sincerely is used when the salutation is Dear Mr/Mrs/Ms by name. It is often placed in the right hand margin of the sheet.

9. The Signature:

It is generally place over full typed name of the signatory. The Designation of the signatory is written below the name of the signatory thus:

.....

(Dr Nand Kumar)

Principal, D.B.College

10. The Reference:

The reference is placed above the inside address of letter when the writer expects the recipient to quote it in the reply.