

Prompt

write a professional letter to MRCL for requesting to pay our balance amount outstanding in its books. we raise invoice no N0007/2019-20 dated 14/06/2019 of RS 1058624 out of it we received rs 752558 which is lower by 306065. this clearial error corrected by MRCL by adding same amount of Rs 306065 as payable in our next invoice which having no N00024/19-20 dated 11/12/2019 of RS 4704993 and total sum payable by MRCL was rs 5011060.50 but this time amount remited was rs 4704993 and the balance payable stand in books of MRCL rs 306065 on 31.3.2020. we requested to check the matter and pay our professional fees as early as possible

Answer – by Copilot

Certainly! Here's a professional letter template you can use to request the outstanding balance from MRCL:

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[MRCL Company Name]  
[MRCL Company Address]  
[City, State, Zip Code]

Subject: Request for Payment of Outstanding Balance

Dear [MRCL Contact Person],

I hope this letter finds you well. I am writing to bring your attention to an outstanding balance that remains unpaid for services rendered by our company.

As per our records, Invoice No. \*\*N0007/2019-20\*\* dated \*\*14/06/2019\*\* for an amount of \*\*₹1,058,624\*\* was partially settled with a payment of \*\*₹752,558\*\*, leaving a shortfall of \*\*₹306,065\*\*. This discrepancy was acknowledged and rectified by MRCL, and the said amount was added as payable in our subsequent Invoice No. \*\*N00024/19-20\*\* dated \*\*11/12/2019\*\*, which totaled \*\*₹4,704,993\*\*. The total sum payable by MRCL, including the carried-over balance, was \*\*₹5,011,060.50\*\*.

However, we have noted that the remittance made for this invoice was \*\*₹4,704,993\*\*, which again does not include the previously agreed upon balance of \*\*₹306,065\*\*. As of \*\*31/03/2020\*\*, this amount still stands as payable in the books of MRCL.

We kindly request that you review this matter and arrange for the payment of the outstanding balance of \*\*₹306,065\*\* at your earliest convenience. Our professional services were provided in good faith, and timely settlement of invoices is crucial for the continued partnership between our companies.

Please find attached the detailed statements of the invoices for your reference. We are confident that this oversight can be quickly resolved, and we look forward to your prompt response.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Please replace the placeholders with the actual details of your company and the MRCL contact person. Attach the relevant invoice statements to the letter before sending it to ensure clarity on the matter. If you need further assistance, feel free to ask.

Prompt

quotation format for statutory audit rs 200000 , TP certificate rs 50000 to m/s ABC pvt ltd for fy 2023 – 24

Answer – by Copilot

M/s ABC Pvt Ltd

[Address]

[City, State, Zip Code]

Date: [Current Date]

Subject: Quotation for Statutory Audit and TP Certificate Services

Dear [Recipient's Name],

We are pleased to submit our quotation for the statutory audit and TP certificate services for the financial year 2023-24.

#### 1. Statutory Audit Services

- Description: Comprehensive statutory audit as per the applicable laws and regulations for the FY 2023-24.

- Fee: **\*\*₹200,000\*\*** (Rupees Two Hundred Thousand Only)

#### 2. TP Certificate

- Description: Issuance of Transfer Pricing (TP) Certificate as required under the Income Tax Act.

- Fee: **\*\*₹50,000\*\*** (Rupees Fifty Thousand Only)

Total Fee: **\*\*₹250,000\*\*** (Rupees Two Hundred Fifty Thousand Only)

Terms and Conditions:

- The above fees are exclusive of out-of-pocket expenses, which will be billed at actuals.

- Payment terms: 50% advance upon acceptance of this quotation and the balance upon completion of the audit.

- This quotation is valid for a period of 30 days from the date of issue.

We trust that the above meets your requirements and look forward to your confirmation.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Prompt

type a appointment letter for marketing executive with salary 50000 and no ESI and PF, Joinind date from 01/06/2023 and name of Employee Nikhil having Aadhar number 32323232

Answer – by Chat GPT

[Your Company Letterhead]

[Date: September 17, 2023]

Mr. Nikhil

[Employee Address Line 1]

[Employee Address Line 2]

[City, State, ZIP Code]

Dear Mr. Nikhil,

We are pleased to offer you the position of Marketing Executive at [Your Company Name], located at [Company Address]. We have carefully reviewed your qualifications and are confident that your skills and experience align perfectly with our requirements.

Your compensation for this position will be INR 50,000 (Fifty Thousand Indian Rupees) per month, paid on a monthly basis. Please note that this salary is gross and will not include any deductions for Employee State Insurance (ESI) or Provident Fund (PF).

Your employment will commence on June 1, 2023. You will be expected to report to [Supervisor/Manager's Name] in the [Department Name] department. Please arrive at [Company Address] by 9:00 AM on your first day for orientation and induction.

Your responsibilities as a Marketing Executive will include, but are not limited to:

- Developing and executing marketing strategies to drive business growth.
- Identifying and targeting key customer segments.
- Managing marketing campaigns and analyzing their effectiveness.
- Collaborating with cross-functional teams to achieve marketing goals.
- Providing regular reports and updates on marketing activities.

To facilitate your onboarding process, please bring the following documents with you on your first day:

1. Proof of identity (Aadhar card, Passport, or any government-issued ID).
2. Proof of address (Driver's license, Voter ID, or any government-issued ID).
3. Educational certificates and mark sheets.
4. Passport-sized photographs.
5. Any other documents requested by the HR department.

This offer is contingent upon the successful completion of a background check and any other pre-employment requirements that may be necessary for your specific role. We are excited to welcome you to the [Your Company Name] team and look forward to your contributions.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline] to [HR Contact Name] at [HR Contact Email]. If you have any questions or require further clarification, please do not hesitate to contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

Once again, congratulations on your new role, Mr. Nikhil. We believe that your skills and experience will greatly benefit our organization, and we are eager to have you on board.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Contact Email]

[Contact Phone Number]

Prompt

write a professional email to client for asking GST 2b and books reconciliation

Answer – by Copilot

**Subject:** Request for GST 2B Reconciliation and Book Balancing

Dear [Client's Name],

I hope this email finds you in good health and spirits.

As part of our ongoing commitment to maintain accurate and compliant financial records, we are currently in the process of reconciling our books with the GST 2B statements. To ensure that our records are in alignment with yours, we kindly request your assistance in providing us with the GST 2B statement for the period of [specify period].

The reconciliation process is crucial for verifying the accuracy of the input tax credit claimed and to prepare for the upcoming tax filing deadlines. We believe that this collaborative effort will help us both in streamlining our accounting processes and avoiding any discrepancies that may arise.

Could you please send us the GST 2B statement at your earliest convenience? Additionally, if there are any discrepancies or concerns regarding the transactions recorded, we would appreciate the opportunity to discuss them with you to ensure that all records are accurate and up-to-date.

We understand that this process requires time and effort, and we greatly appreciate your cooperation in this matter. Please let us know if you need any further information or assistance from our end.

Thank you for your attention to this request. We look forward to your prompt response.

Warm regards,

[Your Full Name] [Your Position] [Your Company Name] [Your Contact Information]

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