

LETTER WRITING

SAMPLE : 1 COMPLAINT LETTER

BLOCKED FORMAT

Xxxx
House no 2-87/8/9/1
Road no 12
Xyz colony
Himayathnagar
Hyderabad -500024

Sender's Address

6/02/2019

Date

The Manager
Xyz enterprises
Road no 12
ABC Nagar
Nampally
Hyderabad -500024

Receiver's Address

Sir

Salutation

Sub: Complaint regarding defective XXXX washing machine purchased at Electronics world on 15 June 2018.

Subject line

I bought an XXX washing machine of capacity 6.5 kg with top load from an authorized dealer, Electronics World on 15 June 2018. After about 06 months, it stopped working. When I inform this to the dealer, he got it checked and told me that motor unit is completely burnt out beyond repair. Since the machine has a guarantee of 05 years, I asked him to replace it. But no action has been taken after several remainders from me.

First Para

Hence I bring this situation to your attention as you have good reputation in Indian markets. I believe I would get a quick response from you and get it replaced through the local dealer. I have enclosed the copies of cash memo and guarantee card.

Second Para

Thank you in advance.

Closing line

Sincerely Yours

Signature

Name

Encl.: 1. Copy of cash memo

2. Copy of guarantee card

complementary close

SAMPLE : 2 ADJUSTMENT LETTER

**The Manager
Xyz enterprises
Road no 12
Nampally
Hyderabad -500024**

11/02/2019

**Xxxx
House no 2-87/8/9/1
Road no 12
Xyz colony
Himayathnagar
Hyderabad -500024**

Sir

Sub: Response to the complaint letter regarding the defective XXXX washing machine.

Ref: Letter no 00000123/2/45/2019 Dated 6 / 2 /2019.

We are sorry to hear from you about the inconvenience caused you have faced with the recently purchased XXXX washing machine. We are thankful to you for bringing this matter to our notice.

We have contacted our dealer and got the details of your washing machine. We will rectify the error, in case if the machine needs to be replaced. Our executive would do the needful within 48 hours.

We are extremely sorry about this delay. We assure you our best services and guarantee to the customer.

Thank you in advance

**Faithfully Yours
Signature
Name
Designation**

SAMPLE 3: COMPLAINT LETTER

Write a letter to M/s. Oxford Publishing House, Himayathnagar complaining that the books sent by them were not those you had ordered for. Ask for replacement. You are Varun Joshi, Librarian of MSD Engineering College , Sector-20, Shamirpet .

**MSD Engineering college
Sector -20 Shamirpet
Ranga Reddy District**

02-02-20

**The Publisher
M/s. Oxford Publishing House
Consumer Complaint Division
Himayathnagar
Hyderabad -500002.**

Sir,
Sub: Complaint regarding receipt of wrong set of books.

On December 1, 2019 the college had ordered 50 books of Engineering Mechanics of BE – Second Year books common to CIVIL ,MECHANICAL,PRODUCTION AND INSTRUMENATTION from your publishing company (Order No. 000154) to be delivered to MSD Engineering College , Sector-20.

To our dismay, the college has not received the set ordered and instead, received the wrong books set that is Market Management of MBA second year .To resolve the problem, I would appreciate it if you could replace the wrong books set with the one originally ordered. Please let me know as soon as possible. I look forward to hearing from you within the next ten days.

Enclosed are copies of the transaction document and the receipt. I look forward to your reply and a resolution to my problem.

Sincerely,

Varun Joshi

Enclosure: Copy of receipt and transaction docs.

➤ **Adjustment letter to sample complaint letter #3**

M/s. Oxford Publishing House
Consumer Complaint Division
Himayathnagar
Hyderabad -500002.

12-02-20

The Librarian
c/o Principal
MSD Engineering college
Sector -20 Shamirpet
Ranga Reddy District

Sir,

Sub: Response to the complaint letter regarding dispatch of wrong consignment .
Ref: Complaint dated 02 February 2020.

We thank you for your letter Dated 02-02-20 and feel sorry to learn that you have received wrong items. We really regret the inconvenience.

Kindly accept our sincere apologies for the delivery of incorrect consignment .We started a formal inquiry in this regard and discovered that the error happened at our end and the wrong order was recorded in your name. We have instantly taken steps to correct the error and have set up counter measures which will prevent the occurrence of such an error in future.

We have put your order on priority so the consignment of 50 sets of Engineering Mechanics of BE – Second Year books common to CIVIL, MECHANICAL, PRODUCTION AND INSTRUMENTATION will be delivered within two days .

Sincerely,

Sampath Batra

SAMPLE : 3 ENQUIRY LETTER

Xxxx
House no 2-87/8/9/1
Road no 12
Xyz colony
Himayathnagar
Hyderabad -500024

11/02/2019

Manager
Hari travels limited
Lane 25
ooty -585

Sir

Sub: Enquiry of details about the Ooty tour

I happened to go through your travel website and I am quite impressed with the wide range of travel and tourism services which your company is offering.

I am planning to go on a holiday with my family later this year to Ooty for a week. It would be great if you could send me a detailed information regarding the holiday package to Assam. If there are any specialist tours included, please send me their details too.

Please include in the itinerary, the transportation charges, hotel reservations and tour guide charges.

I look forward to hear from you

Thank you

Faithfully Yours
Signature
Name

SAMPLE 4 : Response to the enquiry letter

**ABC Public School
2-87/8/9/1 Road no 12
XYZ colony
Himayathnagar
Hyderabad -500024**

Sir

**Sub: Response to Enquiry of Ooty Tour Package -Reg
Ref: Letter no 00000123/2/45/2019 Dated 11 /2 /2020.**

I am pleased you selected ABC travels limited Travel Agency for your upcoming vacation in Ooty. Our company offers the best packages for hassle-free (comforatble) vacations at the most reasonable prices. We are a reputed travel agency offering a wide range of travel related services for the last 10 years in the industry. All our services aim to meet all kinds of travel needs of our clients that range from tickets to accommodation reservations.

Please find the brochure of all our services enclosed with the letter which also contains complete information on the travel packages offered by us and their prices for domestic and international traveling. Our services also include delivery of tickets at your doorstep without any extra payment.

I hope you will find the information I have provided useful. I would be happy to have one of our account managers contact you with a view to establishing an account with us, or if you have any further questions about our services, you may call me directly on 2255 4423 ext 001.

We hope to serve you with our travel services soon.

Thank you

**Fiaithfylly Yours
Signature
Name**

SAMPLE 5: ENQUIRY LETTER

Xxxx
House no 2-87/8/9/1
Road no 12
Xyz colony
Himayathnagar
Hyderabad -500024

11/02/2019

The Manager
ABC coaching center
Lane 25
New Delhi -585

Sir
Sub: Enquiry of GATE coaching classes-Reg

This is with reference to your advertisement in the Indian Express for GATE coaching classes.
I have appeared for my final year examinations of B.E (branch) from Osmania University and I am awaiting the result. I am interested to join your coaching classes for appearing in GATE-2019.

Kindly let me know the procedure of applying for screening test and also the date of the test. I would like to know the duration of the coaching classes and frequency per week. Information about fee structure and mode of payment if given would be appreciated.

I look forward to hear from you
Thank you

Faithfully Yours
Signature
Name

SAMPLE 6 : RESPONSE TO THIS ENQUIRY LETTER

**ABC coaching center
Lane 25
New Delhi -585**

28-02-20

Xxxx
**House no 2-87/8/9/1
Road no 12
Xyz colony
Himayathnagar
Hyderabad -500024**

Sir

**Sub: Response to Enquiry of GATE coaching classes-Reg
Ref: Letter no 00000123/2/45/2019 Dated 11 /2 /2019.**

Thank you for your interest in taking coaching for GATE 2019. The application is available online on our website www.gatecoaching.com .you may download the form from the mentioned website. You are requested to fill in the form online and send it along with a scanned photograph and B.E 1,2,3, 4 Year Marks Memo .The date of entrance examination is tentatively 20th march. The duration of the programme is seven weeks and fee payable is 15000/-.

A copy of our prospectus is enclosed along with the letter.

I look forward to hear from you

Thank you

**Faithfully Yours
Signature
Name**

ENCL: A copy of the prospectus .

SAMPLE : 4 OFFICIAL LETTER TO PRINCIPAL.

NAME: xxxxxx

BRANCH: XXXXX

ROLL NO-xxxx

2 FEBRUARY,2016

The principal
Deccan college of engineering and technology
Hyderabad

Sir,

Sub: Report on the Two-Day workshop on Personality Development for the professionals conducted on 25 and 26 January 2016.

A two-day international conference on personality development for professionals was successfully organized during 25 & 26 January 2016 by Amazon. It had attracted 150 participants from different colleges. It was very informative and knowledge orientated.

The workshop emphasized the importance of communication skills, non-verbal cues and soft skills. 10 invited speakers delivered talks on relevance of impressive personality in business organizations. The speakers stressed on importance of quality education in building personality.

This workshop served as a platform to widen our knowledge on various aspects of personality development for professionals to work in cooperate world and meet its challenges.

Thank you,
Yours sincerely,
xxxxxxxx

SAMPLE : 5 OFFICIAL LETTER TO POLICE

Xxxx
House no 2-87/8/9/1
Road no 12
Xyz colony
Himayathnagar
Hyderabad -500024.

11/02/2019

The Superintendent of Police
Hyderabad district
Hyderabad -500024.

Sir,

Sub: Request for traffic signal near Aghapura road connecting to XYZ college.-Reg.

I am a student of B.E First Year of XYZ college, Nampally, Hyderabad .I would like to draw your kind attention towards the danger that our college students face every day. Our college is situated on one of the busiest roads of Nampally –Aghapura road. .Almost at every hour of the day, one can see endless stream of vehicles and huge traffic jam on this road connecting our college from Nampally Railway Station.

The students are facing lot of difficulties while reaching the college .I would like to mention that during last two months there have been 12 cases of minor accidents on this road. Vehicles do not stop for the students to cross the road.

I humbly request you to draw your kind attention towards this problem and install a traffic signal post at Aghapura road so that students will have feasibility in crossing the road. Moreover, this would be safe for everyone.

Thank you,

Sincerely yours,
Signature
Name

SAMPLE : 6 OFFICIAL LETTER TO GHMC COMMISSIONER

Hallmark School

53, Link Road

Moti Nagar

Hyderabad -500009.

31/7/2021

The Municipal Commissioner

GHMC Office

Moti Nagar

Hyderabad-500009.

Sir,

Subject: Bad condition of Roads in Moti Nagar -complaint –Reg.

I would like to bring to your notice the bad condition of the roads in our area Moti Nagar through this letter. For the last four months, the road has been almost impassable(blocked). We have made several complaints. However, the problem is being neglected for a long time. The surface of the road is broken by the heavy rains and . due to this the motorists are facing lot of difficulty while riding on the roads of our area. There are heaps of road materials on both sides of the road. Thus, They leave only little room in the middle for the vehicles to pass by . The side drains are blocked and the water flows out. Therefore, the road gets flooded even after a slight rain. There are pot-holes on the road and the broken culvert is also a danger for vehicles.

The residents are facing a lot of problems. Kindly look into the matter and do the needful.

Sincerely Yours

Name: XXXXXX.

Signature :
