

Sample 1

Standard Furniture Company
Lagankhel, Lalitpur
Telephone No. 01-5574081

18 September 2020

Mr. Satish Karki
Manager
Kanti Furniture House
Balkhu, Kathmandu

Dear Mr. Karki:

Subject: About sending the catalogue of furniture

Thank you for your letter of 10 September, asking for a catalogue of the items of furniture we can supply.

We are happy to send you a complete catalogue of the furniture in steel and wood available with us. Furniture for the living room is shown on page 4 of the catalogue. You have a choice of teakwood and rosewood for these items of furniture.

Furniture in wood can be supplied in a week. Steel furniture, however, is in short supply and delivery will take up to six weeks.

If there is any other information you wish to have, please write to us. We shall be happy to send it to you.

Yours sincerely,

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Pradip Adhikari
Managing Director

Sample 2

Heritage Furniture House
146, New Road, Kathmandu

18 September 2020

Mr. Bishal Khatiwada
Manager
Harrington Furniture Company
204, Bus Park Road, Birgunj

Dear Mr. Khatiwada:

Subject: A complaint about defective furniture

We have today taken delivery of the goods sent by you and have observed that furniture supplied against code no. 227 and 47 is of grey colour, while our order was of green.

The demand for grey colour is not much in our area and we are afraid it may take several months in selling this colour.

We, therefore, request you to send us fresh supply of green colour, and also let us know, regarding disposal of the wrong supply made to us.

We can, however, help you by keeping the present furniture only on consignment basis and remit the proceeds on sale of the same.

An early reply will be much appreciated.

Yours faithfully,

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Mukesh Thapa
Managing Director

Questions:

1. You bought certain items from ABC Enterprises, New Baneshwor, Kathmandu, yesterday but recently found some defects in them. Write a letter of complaint to the manager of the enterprises.
[10 marks]
2. You are the sports secretary of your college. Write a letter to the manager of Sportsman's Paradise, Kamaladi, Kathmandu, asking for a trade catalogue. Mention the items you intend to buy and ask for a discount on the catalogue price.
[10 marks]