

Wils Company Ltd

98 Amerigo Court Stroudsburg, PA 18360

Tel: (516) 968-3552

November 23, 2023

Mr. James Oliver
Customer Service Representative
Marvel Solutions
20 Rockaway Court
Spring Valley, NY 10977

Dear Mr Oliver,

In the last transactions, we purchased three (3) word processing software with the order number #19658361. Unfortunately, we only received one (1) word processing software.

I trust this was an oversight. I kindly request your attention to resolve the situation.

Could you please arrange to send two (2) more copies of the Word Processing software to fulfill our original order? We would greatly appreciate it if you could resolve this issue quickly as we need the software urgently.

Please let me know if you need additional information from my end.

Thank you for your continued support.

Sincerely yours,

Andrew Surya
Buying and Logistics Coordinator