

ii) Letter to decline (Job; Reward; Admission; Invitation; Achievement)

1st para: - Acknowledgement of the official offer / Request

2nd para: - Declining the offer or request show reason if applicable (to show pol)

3rd para / closure: - Hope for future

02/03/2023

Letter of apology:

missed deadline; missed payment; missed event;
missed commitment; violating rules; Protocols.

1st para: - Acknowledgement of the complaint / reason / background.

2nd para: - Apology; promise for future & not going to repeat it &

Closure: - A positive note & a positive promise

Eg: - I'll be sincere in future & submit the assignment in time.

Eg: - I'll discuss with my colleague about the meeting

Complaint letter:

Product / service / action / performance

1st para: - Specific details with or without proof or with proof of applicable.

2nd para: - what specific actions the sender expects

Closure: - note of positivity

Eg: - I hope you will ~~take~~ take necessary measure in 7 days

eg:- I hope. you will value the complain
of your

Enquiry letter:

job vacancy; status of application; status of order;
details of product; opportunity.

1st para:- Background / reason for interest

2nd para:- specific query

closure:- Give me some deadline

eg:- I hope to get a response in two weeks
for prompt decision.