**SAMPLE BAD NEWS**

**Mobiles 4 U**

**ABC Road,** [**xyz@mobiles4u.org**](mailto:xyz@mobiles4u.org)**, 021345004594**

**12th March, 2018**

**The XYZ**

**ABC Road**

**Karachi**

**Dear Sir:**

**Thank you very much for preferring Mobiles 4 U. We always try to satisfy the need of our valuable customers and; therefore, we are the leaders of the Mobiles Industry.**

**Your mobile phone was sent to the technical department and it was found out that the antenna that receives the signals has been damaged. Furthermore, the mobile is not working properly due to the frequent downloading from internet. It has been mentioned in the user manual that warranty may be claimed if no part of the cell phone is damaged.**

**As you are our loyal customer, the cell phone would be repaired on nominal charges. Hope to serve you better in future.**

**Regards**