

Vivekanand Education Society's Institute of Technology
Chembur, Mumbai-400652

7 July 2021

Computer Institute
Bhaskar Shah Street
Bangalore-549832

Dear Sir/Madam

Subject: Inquiry about Advanced Animation programme

I am Shreyas Sawant, a student of first year, computer engineering branch in VESIT. The news of your special vacation training course in advanced animation has captured my attention and I'm very eager to get the details of it.

I would like to know:

- 1) The dates and duration of the training programme.
- 2) Who would conduct the course and how will it progress.
- 3) The registration fees for the course.
- 4) Availability of online mode of the course as I live outstation.
- 5) Any certificate would be obtained after completion of course.

I hope that these details would soon get passed on to me, so that I could take an immediate decision on enrollment to the course.

Yours sincerely

Shreyas Sawant

Shreyas Sawant
Seven Alps Logistics
Gagangiri Street
Bandra, Mumbai- 400050

7 July 2021

Dell Company
216, S.V Road
Bandra, Mumbai- 400050

Dear Sir/Madam

Subject: Damaged goods

I wish to bring to your knowledge that five out of the twenty laptops delivered recently to us of the Dell Smartpie 45 series, on 5 July, are found to be defective.

The display and sound system are below standard quality, making them unusable. These laptops were also not properly packed and we received them in damaged boxes. I regret to inform that necessary trials and checks have not been performed from your side.

I request you to look into this matter and send us the replacements at the earliest.

Yours sincerely

Shreyas Sawant
Purchase Manager