
LETTER OF INQUIRY

Yash Sarang
A-420, Plot no. 6,
Airoli, Navi Mumbai - 400708.

6 July, 2021.

The Director,
Compo Tech Solutions,
Bangalore - 560069

Respected Sir/Madam,
Subject : Request for details of the vacation training programme.

I came across an advertisement about your computer institute in today's newspaper and I would like to know the details of the vacation training programme in Advanced Animation for Engineering Students and I wish to attend it.

I am a First year Engineering student pursuing a Bachelor's degree in Artificial Intelligence and Data Science in VESIT, Chembur, Mumbai. I wish to pursue your vacation course during my holidays next month as it is related to my current Bachelor's degree and it intrigued my interest.

Kindly mail me the details of all short-term courses along with their duration, fee structure and the relevance of the course material. The most important details that I'd like to hear about are the facilities available to outstation students, since I'm one of them.

My email address is yash.sarang9@gmail.com.

Hope to receive an early reply,

Thank you in advance.

Yours faithfully,
Yash Sarang

LETTER OF COMPLAINT

ash Sarang
Purchase Manager,
Compo Tech Solutions,
Airoli-400708.

6 July,2021.

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

Sir/Madam,
Subject : Complaint regarding the damaged conditions of the received laptops.

I am the Purchase Manager of our private company 'Compo tech Solutions'.
We had recently placed and received an order for 20 laptops from your store but after unboxing all of them and checking them out, 5 of them looked damaged right out of the box.

We are in a constant need of computing devices and we have been ordering frequently from your store for the past few months. But it's the first time that I received damaged products right out of the box. I have a video of the unboxing of all of the laptops as a proof to withstand my claim. You would find the video clip in the enclosures at the end.

Since It's the first time that I experienced such an issue in a long duration of my service, I'd be delighted if you took my issue and replaced these laptops as soon as possible without any sort of apologies from your side. I hope to stay in touch and in business.
Do make sure to at least reply within 3 days or I'd be forced to take mandatory actions on behalf of the losses experienced by my company.

Yours Sincerely,
Purchase Manager,
Compo Tech Solutions,
Yash Sarang.
