

Programme	:	B.Tech. (Common to all)	Semester	:	Interim Semester 2021-22
Course	:	Soft Skills for Engineers - II	Code	:	SST2002
Faculty	:	Dr. Ravi Bhatt	Slot/Class No.	:	D11/ 0162
Time	:	1 hour	Max. Marks	:	10

### Assignment

Q: You are Manav Singh, Director (logistics) of Turbo Automobiles Ltd. Chennai. Two weeks ago, you made an order for some CCTV cameras and other security equipment that are to be installed in your company. Write a letter to the manager of Tata Sales, Jamshedpur for the cancellation of the aforementioned order is not more than 200 words. Supply the relevant reasons for the cancellation.

(Recommended settings: Font: Times New Roman; Size: 12; Spacing: 1.5)  
You can turn-in your document either in .pdf or .doc format.

### Answer Sheet

Date: 8 June 2027

To  
Manager  
Tata Sales  
Jamshedpur

Subject - Cancellation of Order #32AB3

Dear Sir/Ma'am,

It was a pleasure having you at the Tata Sales Headquarter. We have placed an order with you for CCTV cameras and other security equipment.

The cameras and security equipment that you have ordered have not been shipped yet, and hence we are cancelling the order.

I apologize for the inconvenience caused.

Sincerely,

Manav Singh  
Managing Director  
Director(logistics)  
Turbo Automobiles Ltd  
Chennai

Reg. No. : 19BCE10071  
Name : ABHISHEK SRIVASTAVA