

Dear Sir,

Kindly refer to your invoice no. PINV/123832 dated 29.03.2013 for the supply of Sort no. Lotus FR quality to us. On opening, Case no. SRPDG-6298 we have found a shortage of 10.00 meters, i.e. instead of 231.50 meters we have found 221.50 meters only. We are sending herewith copy of Packing Slip & Our Debit note no. 2 for your verification.

Please arrange to send us the credit note for the value of Rs. 852/- at the earliest.

Please also give necessary instructions to the concern department not to repeat such mistakes in future.

Thanking you,

Enclosed: As above.

Yours Faithfully, P.T.Co.