

# **Letter To An Organization For The Claim Of The Services**

29<sup>th</sup> February, 2022,

To The manager,  
Walmart Management,

Australia,  
6<sup>th</sup> Road, Sydney, Australia,

Dear Sir,

It is stated that I've received the washing machine which I ordered few days back. The parcel was received yesterday. I was assuming that the machine will be with all the equipments and attachments. But the product is not fully assembled. There are numerous parts inside the box left unattached to the machine. It is becoming a headache for me. I don't know how to assemble and attach these parts with the machine. Also, there is no available manual present in the box. In addition to it, by the terms and conditions I have two weeks remaining in order to claim my warranty. Therefore I am writing this letter to you. The first reason is the incomplete assembled machine. The second one is the warranty which I am claiming through this letter.

I hope that my issue will be resolved and I will get my full assembled product as soon as possible.

Yours faithfully,  
Ali Kamal.  
Malir Cantt, Karachi.