**Instructions**: Pretend that you ordered a Nike t-shirt from Shopee a week ago with

the following descriptions:

1. Color: Light Blue
2. Size: Medium
3. Design: Swoosh
4. Cloth: Cotton
5. For a kid (boy)

However, you received an item that is dri-fit, tee ICON, large in size which is good for a male adult. And it took you three weeks to wait instead of the usual one-week delivery within the Philippines. You may try to ask for a discount for the lost time you spent waiting for the item to arrive at your door.

What to do: Write a **Complaint Letter** addressed to:

Shopee Philippines

37th floor, Net Park Building

5th Ave. Fort Bonifacio, Global City

Taguig City, Metro Manila

Note: Letter should be: one page paper; font size: 12; font style:

Aerial; writing style: Full block

Deadline of the uploading of your assignment in our Google

Classroom (stream) is on October 07, 2022 at 5pm.

Read Lesson 2 – Parts of a Business Letter as part of your reference while writing this task. I will meet you virtually on Wednesday, October 05, 2022.