

PC Components Department Store
Madrid
2nd October, 2023

Dear Sir / Madame,

We ordered five keyboards and five mice on 25th September. The invoice number is 2753 and our customer number is 33572. Unfortunately, two keyboards are faulty because some keys are missing.

I would like you to change them as soon as possible.

I look forward to hearing from you soon.

Thank you,

Henry MC Dowel
Office Manager