

Abhinav Dinesh Srivatsa
English
FAT Assignment

Business Letter

Abhinav Dinesh Srivatsa
Alpha Electric and Appliances Ltd.
Preetampur, Uttar Pradesh.

January 8, 2022.

To Whom It May Concern,

I would like to raise a complaint about the fifty water coolers that our company had ordered in December 2021. Out of the fifty coolers, fifteen were damaged. We noticed this instantly after opening the packages, so it must have been damaged while being transported or in manufacturing.

Because of the large amount of damaged water coolers, we request that you decide for replacement units or send professionals to fix our damaged products. We hope that our demands will be met as such a large number of bad products has never been shipped to us.

Thank you for your time and I hope to see you respond to this situation with the utmost priority.

Yours sincerely,
Abhinav Dinesh Srivatsa
Manager.