

Example 1

Gauri Sharma
H.No.58 Block-D
Sector 26, Rohini
New Delhi- 110085



Sender's name
and address

11 February 2021

Customer Service Manager
Ganesh Electronics Pvt. Ltd.
Rohini, New Delhi- 110085



Receiver's
address

Subject- Filing complaint for a defect in purchase no. MS-845/07/2020

Dear Sir/Madam

I am writing to complain regarding the defect in the music system w.r.t bill no. MS-845/07/2020 purchased on 11 January 2021 from your store.

The music system worked properly for one month but it has not been functioning properly for the past three days. The sound breaks whilst the songs are being played and the system hangs multiple times. Coupled with this, the songs stop playing abruptly and require the system to be restarted. Since the music system is still in the warranty period of six months, I wish to get it replaced at the earliest.

I request you to look into this matter without any delay and provide a new working music system of the same brand. I have enclosed a copy of the bill of purchase for your reference. Looking forward to your early response.

Yours thankfully

Gauri Sharma

Example 2

Vaibhav Chaubey
Delhi Public School
Sector 12, RK Puram
New Delhi- 110022

5 January 2021

Vikas Publishing House Ltd.
Darya Ganj, Central Delhi
New Delhi- 110002

Subject- Placing an order for books for the school library

Dear Mr. Vikas

I would like to place an order with you for the following books.

English Grammar	Class 8th	20 Copies
English Grammar	Class 9th	30 Copies
Higher Mathematics	Class 11th	10 Copies
Higher Mathematics	Class 12th	20 Copies
The Story of My Life- Helen Keller	Novel	15 Copies

Kindly ensure that the books are of the latest edition and in proper state. It is a request to deliver these books by 5 January 2021 and bills for the same shall be cleared at the time of delivery. Please offer a suitable discount on the purchase.

Yours faithfully

Vaibhav Chaubey

Library Manager

Example 3

Sarvesh Mehra
Turbo Automobiles Ltd.
Pahar Ganj, Central Delhi
Delhi- 110055

3 March 2021

The Manager
Tools & Spares
Delhi- 110065

Subject- Cancellation of order no. TS/948 dated 6 September 2020

Dear Sir/Madam

I want to draw your attention to an order made with you on 6 February 2020 w.r.t order number TS/948. I hereby make a kind request to cancel this order.

Our company had undertaken a project for which this order was made. However, we are no longer doing the project and hence we do not require the items that we ordered from you. Since the order cancellation request is made within 10 days of the order placement, it complies with your company policies. Moreover, no payment had been made and thus, there are no outstanding balances and the accounts stand clear.

Please confirm the cancellation of the order at the earliest. I shall make the cancellation payment after the cancellation is confirmed. I have enclosed a copy of the original order receipt.

Yours faithfully
Sarvesh Mehra
Purchase in-charge