Write an email to your head of department for not being able to attend an important workshop for which you had paid the fee. Explain your circumstances and ask for a refund of the fee.

To: amandeepkaur@cumail.in (not in email body, it's in the "TO" line)

Subject: Refunding of Computer Workshop fees

Respected Ma'am,

I was unable to attend the Computer Workshop Program organised by Student Welfare Committee, Chandigarh University on 21st April due to my illness. I was feeling weak from past week and gone through Covid test. Surprisingly my report came positive and I admitted to hospital. 2 days ago they released me and instructed for home isolation for another 10 days. Thus, I am isolated in home now and not able to attend the Workshop.

So, I request you to please refund my fees which I've paid for the Computer Workshop as it's not my fault to fail to attend the Workshop. I've attached my Covid test report for reference.

Yours sincerely

Afridi Haque

BE - CSE Student

**Explanation:**

Dear Vishal,

I am writing to request your help following a change in my circumstances.

As you know, I am enrolled on the Basic French course at your college, which starts in September. However, due to family event, I have had to leave the country for a while to assist my parents in Canada.

At present it is not clear when I will be able to return and unfortunately, I will not be able to start the course as planned.

I would like to request a refund for the course fees already paid. I apologise for the short notice and for any inconvenience caused. In the event that a refund is not possible, I would be grateful if you could postpone my enrolment until my return.

Thank you in advance for your help and I hope to be able to update you on the situation soon.

Yours sincerely,

xyz

You are Vishal Gupta/ Shivani Sharma, Senior Accountant of J.K. Group of companies, Panchkula. Write a memo to a clerk for not submitting bills in time. Invent the necessary details.

J.K. Group of Companies

Area : Panchkula

Contact Information : 123456789

 Memo # 123ABC

Date: 08/04/2021

To: XYZ Clerk

Dear XYZ,

This is Vishal Gupta, Senior Accountant from J.K. Group of companies. It has been noticed that you have not submitted the bills of electricity in your Pune office in time despite the head office had released the bill amount. The office requires a written explanation and make sure this does not happen else the company will be issuing you a warning letter.

Your response is needed within this week.

Regards,

Vishal Gupta,

Senior Accountant

As a sales officer, draft an adjustment letter in response to claim letter demanding replacement/compensation for defective delivery of LED television.

M-114

Model Town

Ambala

16/ April, 2021

The Manager

Ram Electronics

Pushp Vihar

Ambala

**Subject:** Defective Television

Sir

This is in regards to the brand-new Sony Bravia 43-inch HD LED television I bought from your store last month.

The television was working fine at the time of installation and the sound and picture quality too, was quite clear. However, recently neither the sound nor the picture quality is same as it was at the beginning. As a matter of fact, the sound is gone and instead of showing the picture, the screen appears blue.

Clearly, I am extremely disappointed by this purchase and expect you to either send the repairman or replace the television at the earliest. I am enclosing a copy of bill for your reference.

Thank you

Yours sincerely

xyz

Encl. – copy of bill