

Complaint Letter example “complaint to a firm that the goods sent by it were defective” Complete Application for all classes.

Sohal Sahitya Sadan,

Abohar,

20th Dec, 20....

M/s Super Publications,

Old Railway Road,

Jalandhar.

Dear Sir,

We thank you for the promptness with which you have supplied the goods for which we had a pressing demand.

We are pleased to inform you that your ‘Super General English’ is selling like hot cakes. We hope to do very well this time.

But I would like to add a word of counsel for the defective packing. Your packing was very defective. After packing the books in old newspapers, you had put the bundles in the sackcloth. Instead, books should have been separately put into polythene bags and then tied in stiff paper before packing them in the sackcloth.

As a result, the varnish of the books has disappeared. Some of the bindings have been torn. Some of the books have become shapeless. Kindly ask your packing department to be more careful in future.

Yours faithfully,

For Sohal Sahitya Sadan.

1. Lal

Manager.