

Complaint Letter

You are Arjun Mehar of 40- NK Pura, Karol Bagh, Delhi. Last week, you bought a mobile phone from The Mobile Point, 40D, Nehru Plaza, New Delhi. The mobile phone developed a problem within a few days of its purchase. Write a complaint letter to the dealer giving details of the nature of the problem and asking him/her to rectify the defect or replace the phone.

40, NK Pura

Karol Bagh

New Delhi

26 March 20XX

The Mobile Point

40D, Nehru Plaza

New Delhi

Sub: Defective Mobile Phone

Sir

I am a resident of NK Pura, Karol Bagh, New Delhi. I purchased a Samsung mobile phone from The Mobile Point on 19th March, 20XX, vide cash memo No. 190319/18. I am sorry to say that the mobile phone developed a problem within a few days of its purchase. The sound system is quite irritating. The camera doesn't give a clear and deep impression. I feel cheated to have such a defective mobile phone after spending more than fifteen thousand rupees. It is quite unfortunate that even after sending two reminders, you have shown no urgency to rectify the defects or replace the defective mobile set at the earliest. I hope you will do the needful within a week. I am sure you will not compel/ (force) me to knock the doors of the Consumer Court for this unpleasant lapse of time on your part.

Yours sincerely

Arjun Mehar

Letter of Placing Order

When a buyer needs to order some goods, he writes an order letter to the seller.

In the recent staff meeting, a decision was taken to place an order with M/s ASP Book Depot, Park Road, Delhi, for the supply of books for the school library. As the librarian, Lord ABV Public School, Panipat, place an order for the supply of the books.

Librarian,

ABV Public School

Panipat

March 5, 2020

The Manager

M/s ASP Book Depot

Park Road,

Delhi.

Subject: Ordering books

Sir

Our school has been buying books from you for the last ten years. This year also I have been asked to place an order for the following titles to enrich our school library.

1. Oxford Concise English Dictionary 5 pieces
2. English Made Easy by RK Jain 6 pieces
3. John s Modern English Usage 4 pieces
4. Fundamentals of Economics by TR Jain 10 pieces
5. Speeches of Vivekananda compiled by Tulsi 6 pieces
6. My Experiments with Truth by MK Gandhi 6 pieces
7. Basics of Commerce by Arvind 12 pieces

The books should be of latest edition/ print. Defective books will be returned at your cost. We expect a maximum discount on the published prices. You may send the bill along with the supply to enable us to make the payment within a week. The payment will be made through cheque.

We will appreciate if we receive the consignment in ten days time. The order shall stand cancelled in case the order is not executed as per the stipulated time.

Yours sincerely

Rajesh

Librarian

Reply to order

Depot New Road,

Delhi

April 9, 20xx

The Librarian

ABV Public School

Panipat.

Subject: Execution of order

Sir

Thanks for the order dated April 5, 20xx for the supply of some books. The consignment will be as per your expectations. We are dispatching the latest editions. We assure you of our best services and the books are being sent after a thorough check. Your order will be executed within the stipulated time.

Yours sincerely,

Rajan Sharma

Letter of Enquiry

A letter of enquiry helps a person to have information like some course or job inquiry, prices of services and products, terms and orders or working agreements etc.

Letter of enquiry to a company, asking for information about one of their products. Invent all necessary names etc.

CAB Club, Royal Garden,

New Delhi-11

March 05, 2020

ABD Sports Co.,

14, Lawrence Road,

Delhi

Subject: Information regarding Badminton Rackets

Sir,

Our Sports Club wants to purchase a few badminton rackets. I understand that these are manufactured by your firm.

I visited a couple of showrooms to have a better idea of its price and features. What came in as a surprise was that it is not available in this city as yet. As you might understand that I am really excited about your brand, more so because we have a match to participate and I would love to try this out the same.

I should be pleased to receive the particulars of the varieties produced by you, their prices and the term of trade

and delivery conditions.

Yours faithfully,

N. Bhalla,

Secretary

Cancellation of the Order

Write a letter to a firm, cancelling your order as it has not been executed in time.

ABS Company Ltd.

137, ACD Garden Street

New Delhi

3rd, March, 2020

M/s Plastic Leaders

33, Jimna Road

Kolkata.

Subject: About cancellation of the order.

Sir,

We had placed an order No. 30/92/G.I. dated 10 January, to your concern for the supply of some plastic goods. We had asked you to deliver the given goods up to 29th January, positively. But we are sorry to say that our order has not been executed. The time factor makes a lot of difference. If the supplies are irregular, we have to suffer. And we have to purchase the required goods immediately from other sources. As the given date of the delivery of goods has already expired, please cancel our order.

Yours sincerely,

Ram Mehera,

General Manager.

Application to the School Principal for : Improvement in School Library

Write a letter to the Principal of your school, requesting to bring about some improvements in the school library.

D, Hudson Lanes

New Delhi

2nd May, 20XX

The Principal

St Marks School

Rohini, New Delhi

Subject - Improvement in School Library

Sir/Madam,

As the president of the Student Council, I would like to bring to your attention, the unsatisfactory condition of the school library. It is really a matter of great distress that, the bookshelves are covered with dust and the books are also in a very bad condition. Most of the books which are required by us, are either unavailable or have very few copies, insufficient for us. Sufficient seating and proper reading facilities are also absent.

We have brought the matter to the attention of the librarian to the above problems, but nothing has been done so far. We request you to look into the matter and take the necessary steps to make the library useful for us.

Yours obediently

Sunita Dev

(President, Student Council)

Write a letter to the librarian requesting her to issue you duplicate card as you have lost the original one.

The Librarian

St. Joseph Convent School

New Delhi

12th April 2020

Subject: **Regarding the issue of duplicate identity card**

Sir

I regret to inform you that my original identity; card has been lost. I study in (Class/year) (Name). Because of missing of the identity card, I am facing several inconveniences. I am unable to get permission into the library, reading room and the journal section. Therefore, I request you to issue a duplicate identity card. I herewith furnish a copy of my, passport size photograph.

Thanking you

Yours obediently

Raunak