Your Name

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

## Statement-1

This letter is with respect to the deliverance of writing tables as ordered by our company. I am sorry to inform you that the delivery was not in accordance with what we had ordered. We had placed an order for 10 writing tables but have received only 8 of them. Please dispatch the remaining 2 tables at your earliest. Thank you for your co-operation.

## Statement-2

This is to bring in your attention that our order of 20 tea sets dated 22nd July was incomplete. Five of the tea sets received by us have missing accessories. The rest of the order is fine. We are duly sending you back the incomplete tea sets. Enclosed is the list of items missing in each respective set. Please dispatch us the remaining sets.

## Statement-3

This is to inform you that our order of 30 school shoes was received incomplete. The shipment did not contain even the half of what we had ordered. We were surprised by this as it has never happened before. Please dispatch us the remaining shoes as we are already ahead of time. Thank you for your co-operation.

Sincerely,

Your Name

Title