

Write a letter to the manager of a firm about the defective goods sent to you by it and asking it to return or exchange it

Examination Hall
City A, B, C
20th July, 2023

The Manager,
Adidas Company,
Islamabad.

Subject: Request for Return or Exchange
of Defective Goods.

Respected Manager,

I hope that you are fine. I am writing this letter to you to pay your attention towards the defective goods of your company. I have buy some goods of your company in the last month but I found that these are not in good condition. I ordered those goods on the online website of your company that's why I ~~was~~ not able to check them immediately.

Moreover, I would like to mention that these goods were very expensive, I cannot afford this loss. I request you to return my money back to me or exchange these defective goods with other goods.

I will be very thankful to you if you consider my request because it will save my money.

Yours Sincerely,
X - Y - Z