

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,

doing well

I hope that you are fine. I am writing this letter ~~to you~~ to draw your attention towards the defective goods of your company. I had bought some goods at your company in the last month but I found out that these were not in good condition. I ordered those goods on the official 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 ~~refund my payment and arrange a pick up of these defected good from my adress on your company's expense and deliver the replaced items as soon as possible~~ or exchange these defective goods with new and undefected other goods.

otherwise i will be compelled to take legal action against your company in the Consumer court.

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

Yours Sincerely,
X. Y. Z

written on this side

need improvement
content is not satisfactory 5/15