

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

Dear manager,

manager of??? detail of
company city etc??

incorrect format

start from here

writing this letter

I am writing to express my
dissatisfaction with goods that
I received from ^{your} firm. I ordered
10 boxes of LED bulbs from
your online catalog, but when I
opened the package, I found
that 6 boxes were damaged
and the bulbs were broken.

This is unacceptable, as I
paid a high price for these
goods and expected them to
be delivered in good condition.

I have attached photos of the
damaged goods as a proof of
the poor quality and packaging.

I request that you either
reimburse my payment
return my money or send me

replacement of goods as soon
as possible. ~~Please~~ ^{also} arrange
for the pickup of the defective
goods at your expense. I hope
that you will take this matter
seriously and resolve my ~~matter~~
it to my satisfaction

Kindly

~~Please~~ reply to this letter
within 10 days and let me know
how you plan to address this
issue. If I do not hear from
you by then, I will have no
choice but to take legal action
against your firm.

Thank you for your cooperation

Sincerely,

Abulman

Busti Colony Sui,

0210 022 0056.

content is correct but the
format is not
read the basic format of
letter again
date >>???