

AECS – ANUPURAM

COMPLAINT LETTER

WORKSHEET

MODULE 1 OF 2

Exercises:

1. Write a letter to M/s Radha Krishna Publications, 2, Ansari Road, Darya Ganj New Delhi, complaining about the parcel of books which you have received in a damaged condition.
2. You bought a wristwatch, having one year guarantee, but it is not properly working only after a month. Write a letter to the Sales Manager, HMT Sales Depot, Parliament Street New Delhi, asking for a replacement.

Try to solve these questions regarding Complaint letters.