

Formal Letter

22 June 2023 13:33

Sender's address

Subject _____

Dear Sir/ Ma'am,
Respected

Introductory paragraph

Body (Details)

Conclusion.

Yours truly/
faithfully

You wish to do Spanish learning course from the institute 'Learn a Language'. Write a letter to enquire about the course details, fees, duration,

[584, Defence Colony,
Delhi - 110022.]

22nd June '2023 -

To
The Manager,
Learn a Language,
Connaught Place
Uttarakhand - 248002.

Subject - Enquiry about the Spanish learning
course

Respected Sir/Mam,

I want to enquire about the Spanish learning course offered by you.

Spanish learning course offered by your institute. Since I have basic knowledge of Spanish language previously, I wish to learn the language at an advanced level.

I request you to provide the following details relating to the advance level Spanish learning course —

- 1) fee of the course
- 2) duration of the course
- 3) Course material
- 4) class schedule
- 5) batch size
- 6) other relevant details.

Please attach the complete brochure along with the letter. I would be grateful if I get a good response regarding the enquiry.

Yours thankfully,

Yours thankfully,
Kritika Sharma

Contact - _____

You are living at 57, Patel Nagar, Delhi.
The unsanitary conditions in your colony are
causing diseases for the residents.

Write a letter to the Municipal Commissioner to
take necessary actions regarding the same.

57, Patel Nagar
Delhi - 110022.

22nd June '2023

To
The Municipal Commissioner
Patel Nagar
Delhi - 110022

Subject - Unsanitary conditions in the

Subject - Unsanitary conditions in the colony.

Dear Sir,

I have been a resident of Patel Nagar since the past nine years. I would like to bring to your notice the unsanitary conditions in our colony caused due to heaps of garbage not being regularly cleaned by the authorities.

Along with the garbage, the drains have not been cleaned since the start of the year, causing our colony to become a breeding ground for mosquitoes.

— — — —

The conditions have remained so for a long period of time with the authorities taking no action even after repeatedly complaining. You are requested to take an immediate remedial action to set everything in order.

Hoping for a positive response this time.

Yours faithfully,

Kirtika Sharma

Contact - - - - -

As Ms. Poonam Batra write a letter of complaint to the Customer Care Manager of Beato Diabetes Care, New Delhi, complaining about the damaged glucometer supplied to you. Ask for a replacement and a complaint asking for no extra cost due to the inconvenience.

22F, Pheel Apartments
Delhi - 110022.

Date _____

To
The Customer Care Manager,
Beato A Diabetes Care

THE CUSTOMER CARE MANAGER,
Beat O Diabetes Care
New Delhi..

Subject - Replacement for the damaged glucometer received.

Dear Sir/M,

I had ordered a Beat O Glucometer online and received the order yesterday afternoon with parcel number 44772255 date 21st June, 2023.

I want to raise a complaint against the quality control and dispatch section of your company as the glucometer that I received is damaged when opened upon arrival. The glucometer is not working when connected to the smartphone and has a manufacturing

to the supplier and has a primary defect.

The device cannot be used and therefore I am returning it to you through a parcel. I would like to request you to replace this free of cost.

Looking forward to a prompt reply from you.

sincerely,
Poonam Batra