

A BUSINESS LETTER
2. To a publisher about wrong supply

<hr/> <hr/> <hr/> The Manager <hr/> <hr/>	<p>(your address, no comma after the lines)</p>
Sir	(date)
We received the book parcel sent by post. However, on opening the parcel we discovered that the book sent are not the ones that we had ordered in our letter. We are therefore, returning the book sent by you. We request you to send us the correct books soon.	(the person you address your letter to)
Thanking you	(salutation)
Yours faithfully	(body of the letter)
<hr/>	(the closing)
	(your name)

***STUDENTS ARE REQUESTED TO PRACTISE THIS LETTER IN THEIR HOME WORK NOTEBOOK**

