

**Business Letter Example “Product complaint, table damaged by water”  
Complete Application for all classes.**

**EASTMAN CORPORATION**

98, The Mall,

Shimla.

18<sup>th</sup> October, 20....

To

M/s Dinesh & Co.

57, G.T. Road,

Panipat.

Dear Sirs,

Reference your letter dated 17<sup>th</sup> September 20.... We regret to learn that the two new table model Clear tone radios dispatched by us to you were found damaged by water. We assure you that the sets were very carefully packed. But they might have been damaged by heavy rains. However, you needn't worry. The sets were insured to cover any damage. You are, therefore, advised to return the sets to us and we shall be pleased to get them replaced at our own cost.

We hope that you will continue to patronize us as ever.

Thanking you,

For Eastman Corporation,

S.S. Lal,

Sales Manager.