[Name of the Writer]

[Name of Instructor]

[Subject]

[Date]

Business and Management

I am writing this letter to inform you that I recently bought some equipment from your company for a business presentation. A few days ago I ordered equipment from your website, but unfortunately, some of the equipment is damaged. The first issue which I faced that I received your order after eight days. However, according to your site orders don't take more than 5 days to reach the customer. I had to set up the office for a business presentation and for that I required equipment on time but received the equipment after three days according to the due date.

The second issue which I face was that some of the equipment was damaged and put me in a really worst situation. I had only a few days left to launch my business, and I never thought that your company would deliver such bad quality equipment. The office tables you delivered had defects, and they were not properly shaped as they were in the display on your website. I ordered executive chairs for my office, but all the chairs you send were petite chairs.

I trusted your company blindly because I have seen some excellent reviews about your company on the internet. I never thought that your company would deliver products like this to me. I paid you a lot of money but in the end I didn't receive the products which I ordered, and many of the products defected. Already I have to delayed inauguration of my new business due to the late delivery of your products, but when I received the equipment from your company after viewing them, I become more disappointed. I am not satisfied at all from your company and want a full refund as soon as possible. I expect a positive response from your company and want my money back so that I can buy office equipment from any other company.