

## Complaint Letter Sample

VISION CORNER  
Electron Plaza, Dhaka

Sep. 20, 2004

General Manager  
Sales Division  
Rankon Electronics  
Bijoy Sarbati, Dhaka-1100

**Ref: Delay in the Execution of the order.**

Dear Sir,

On 25th August, 2004, we placed our order No. H-15 with you for ten (10) Sony TV and five (5) national DVD Players. When your representative visited us, he assured the delivery to be made within two weeks but we haven't yet received the goods.

As the delivery has been delayed, we have lost our customers and caused us a great financial loss as well as a loss of considerable goodwill to us.

Please promptly dispatch the goods ensuring that we receive them not later than Monday, September 25, 04.

Yours faithfully

TV A. Tasim  
Sales Manager  
VISION CORNER