

**Placing an order**

**Color World**

15; New Market, Dhaka-1200

Coimbatore

3.2.24

Manager,  
Sales Division  
National Paints Co. Ltd.  
20, Tongi, Gajipur.

Dear Sir,

**Sub: Order for various paints.**

Thank you for your quotation and the price list. We are glad to place our first order with you for the following items:

<b>S No</b>	<b>Description</b>	<b>Quantity</b>	<b>Weight</b>	<b>Unit price</b>	<b>Amount (Tk.)</b>
1	Enamels paint	25 Tins	100 lbs	1000	25.000
2	Synthetic paint	20 Tins	2001bs	2000	40.000
3	White paint	10 Tins	10 lbs	500	5.000 70,000

Since the above goods are required immediately as our stock is about to exhaust very soon. We request you to send the goods through your "Motor" van as the carriage inward is supposed to be borne by you.

We shall arrange payment within ten (10) days to comply with 5/10, Net 30 terms. Please send all commercial and financial documents along, with goods. We reserve the right to reject the goods if received late.

Thank You

Yours Truly

Mohammed

## **Complaint letter**

### Sample 1:

Goods were assured to be delivered within two weeks of placing the order. But you have not yet received the goods, write a letter to your supplier, pointing out the delay and specifying a date by which you wish to get the goods. (Delay in the Execution of the order)

**VISION CORNER**  
Electron Plaza, Dhaka

Coimbatore

3.2.24

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

Dear Sir,

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

On 25th August, 2004, we placed our order No: H-15 with you for ten SONY HD TV and five SONY Home theater systems. 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, 5<sup>th</sup> of FEB 2024.

Thank You

Yours Truly

TV A. Taslim  
Sales Manager  
VISION CORNER