

Letter on Delay in the Delivery or Supply of Textbooks

Question: Write a letter to the Manager, Book World, Chennai, complaining about the **delay in the supply of Class VII text books** of the current academic year giving necessary details. Highlight the inconvenience caused due to it and seek an immediate supply of books. You Rajini/Rajan, Manager, Book Store, Good Shepherd High School, Trichy.

Answer:

Manager, Book Store
Good Shepherd High School Trichy – 29,
1st May, 20xx,
The Manager,
Book World, Chennai – 39

Subject: Delay in the Delivery/Supply of Textbooks

Sir,

Please refer to our order no. 213 dated 23rd March 200X in which the firm was requested to **supply the text books** of class VII. The books were to be sent by you the last week. Of April since the academic session starts from 1st My. You know that no education work can be carried on without the books and a state of chaos troubles all. To your information, I may ad that the books are available in The open market but our students are quite devoid of these books. Kindly expedite the order through home bearer and send the supply. For your convenience I am sending this letter through the school peon.

In case some of the items are available, hand them to him. Please maintain quality.

Items

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|---------------------------------|-----------|
| English Text Book Chennai Board | 30 copies |
| English Word Books NCERT | 30 copies |
| Maths by Natrajan | 40 copies |
| Physics By CBSE | 20 copies |

Chemistry by NCERT

20 copies

I hope you will realize my position and help me in maintaining my reputation in the school

Thanking you,
Yours faithfully,
Rajan / Rajini

