



Performdigi

Letter of complaint for delay in delivery of textbooks

Hello Friends, we are going to describe **how to write a letter of complaints for delay in delivery/supply of textbooks.**

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.

Manager, Book Store

Good Shepherd High School Trichy – 29

1st May, 20xx

The Manager

Book World, Chennai -39

Subject: Delay in supply of class VII Text Books

Sir,

Please refer to our order no. 213 dated 23rd March 200X in which firm was requested to supply the text books of class VII. The books were to be sent by you last week. Of April since the academic session starts from 1st May. 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 add that the books are available in The open market but our students are quite devoid of these books. Kindly expedite the order through the home bearer and send the supply. For your convenience I am sending this letter through a school peon.

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

Items

English Text Book Chennai Board	30 copies
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English Word Books NCERT	30 copies
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Maths by Natrajan	40 copies
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Physics By CBSE	20 copies
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Chemistry by NCERT	20 copies
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I hope you will realize my position and help me in maintaining my reputation in the school

Thanking you,

Yours faithfully,

Rajan / Rajini

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