

1. You are Anand Kumar/Anant Kumari, Sports In-charge, Greenland Public School, Goregaon. You ordered some sports goods from Bhalla Sports, Andheri, Mumbai. When the consignment was opened you found that the contents did not tally with those you had ordered. Write a letter of complaint in 120 – 150 words.

Greenland Public School
Goregaon, Mumbai, PIN- 123XXX

7 August 2026

The Manager
Bhalla Sports
Andheri, Mumbai, PIN- 456XXX

Subject: Complaint regarding discrepancies in sports goods
delivery (Order No. GPS/2026/084)

Sir,

I am writing to express my strong dissatisfaction with the consignment of sports goods received today against our order number GPS/2026/084, dated 25 July 2026.

Upon opening the boxes, we discovered that the contents do not tally with our original order. Instead of the 15 cricket bats (Grade 1 willow) and 20 footballs (Size 5) requested, we received 10 substandard bats and 25 practice-grade footballs. Additionally, the tennis rackets we ordered are entirely missing from the shipment.

As the inter-school sports tournament is scheduled for next week, this negligence is highly disruptive. I request you to arrange for the pick-up of the incorrect items and expedite the delivery of our correct order within two days.

Thank you

Yours faithfully,
Anand Kumar