**Delivery Complaint Letter**

Ms. Gool Garlanka

Basti Danishmanda

Jalandhar- 144002

February 19, 2011

Mr. Naresh Ghandi

Sales Manager

123 Kitchenware, Inc.

Nakodar, Jalandhar- 141310

Dear Mr. Ghandi,

I want to air my complaint over the delivery of the products I purchased from your store last week.  I purchased ten units of microwave ovens from your store which was supposed to be delivered last week.  The first delivery arrived the day after I purchased the items but only five units were delivered to my home.  The delivery man gave me a letter from the sales department explaining that the additional five units will be delivered within the week since new stocks were still being ordered from the supplier.  However, the week has come and gone and the remaining units have not yet been delivered from me.

I hope you look into this matter immediately and act on my complaint to avoid further damage.  I may be forced to take legal action if you fail to respond to my letter soon.

Sincerely,

Ms. Gool Garlanka