Rebecca Wills

567, Arlington Street

Princeton

New Jersey

23rd March, 2008.

Manager

Alpha Products

New Jersey

Sub: Defective Product

Dear Mr. Jones,

I wish to bring to your notice the defective product delivered to us after we ordered through your tele-ordering service.  The receipt number of the product is 348912 and the date of delivery was 20th March.

I request you to kindly send a customer service representative from your office to have a look at the product.  Please ensure that the product is either replaced or repaired.

I am enclosing a copy of the receipt for your official records and request you to attend to the complaint within the next few working days,

Thanking You,

Sincerely,

Rebecca Wills

Encl.:  Copy of Receipt.