**Sample claim letter**

*M/s. Anna cloth store  
House no. 07, Road no. 14 North 302, TUCSON AZ 85705, USA*

*Ref. ……………………………                                           November 27, 2013*

*Manager  
Michel enterprise  
(Wholesaler of quality fabrics)  
20, Kualampur, Malaysia*

*Dear Manager,  
On November 07, 2013 we purchased 2000 meters suit cloths. The quality of your shipment does not match with our order specification. Since the use of low quality cloth will damage our business goodwill, we have returned your shipment along with a request for cash refund of 12000$.*

*We believe that your company has deep concern for its customers. We are also convinced with the earlier dealing of your company.*

*Refunding the money within the next 10 days will be highly appreciated. We are looking for future business.*

*Sincerely,  
(Mr. Jonson)  
Purchase Manager*