

Rearrange the following Business Letter by dragging the part in its correct place.

Dear Mr. Paul:	Yours truly,	Kimberly Reyes	<i>K. Reyes</i>
Mahogany Street		Paul Steven	
Guinea Grass Village		General Manager of A & R	September 24, 2021
Orange Walk District		Baker's Street	
		Orange Walk Town	

I will be waiting for a positive reply.

On September 30th I will be visiting your store to return the bag. I would like to get a replacement as that bag is the bag of my dreams. I do not wish for it to be fixed as I would not have confidence in it being fixed since the same thing can happen again.

On Monday September 20, I visited your store and bought a school bag but as soon as I went to school the first day it tore. The back strap ripped out. I assure you that I used the bag appropriately and that I am not responsible for tearing it. The bag was an Everest and it said that it was made from the most sturdy and durable material. This is unacceptable as I need a school bag.

Formal Letter Format



