Language Skills Test

Business Email

Read the prompt on the following page and write a professional email response.



Aprendo Más A+ SERVICIOS DE IDIOMAS

LIVEWORKSHEETS

Language Skills Test

Aprendo Más A+ SERVICIOS DE IDIOMAS

To: Juan@constructiontools.com

Subject: Issue with Recent Order #45827

Dear Juan,

We received the shipment for purchase order #45827 this morning. Unfortunately, several of the items appear to be incorrect. According to the order confirmation, we requested Model XJ-200 units, but the boxes we received are labeled XJ-180.
In addition, the quantity delivered seems to be short by five units. This is concerning as we are scheduled to begin installation for our client early next week.
Could you please look into this matter and advise on how it can be resolved as soon as possible? If possible, we would appreciate confirmation of the correct items and an updated delivery timeline.

Thank you in advance for your prompt attention.

Kind regards,
Michael Turner
Procurement Manager
Northbridge Solutions

To: michaelbailey@smithandsons.com

Subject: Issue with Recent Order #45827

LIVEWORKSHEETS