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

Dear Mr. Paul:

Yours truly,

Kimberly Reyes

K. Reyes

Mahogany Street
Guinea Grass Village
Orange Walk District

Paul Steven
General Manager of A & R
Baker's Street
Orange Walk Town

September 24, 2021

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











LIVEWORKSHEETS











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