COMPLAINT LETTER

PARAGRAPH ONE

* State your complaint

PARAGRAPH TWO

* Give a brief account of what you are complaining about

PARAGRAPH THREE

* Mention the alternatives/adjustments needed to be done to solve the issue

TASK

You are the Principal of Central School, you bought a Flat Screen TV at Computer World on the 18th of February 2020 for Professional Development Purposes. However last week, when you turned it on, the picture resolution that comes out from the screen is very blurry.

Write a letter to the Manager and complaint about this.

Be sure to:-

* Create your own addresses
* Add necessary details
* Set your letter in the way you were taught