

# A FORMAL LETTER



7 Sunny street  
Uzhgorod SG 7 CE  
25<sup>th</sup> of February



Customer Services Department  
HTC company  
London DF36 9FE

I am writing to report a fault with the new HTC Desire C mobile phone that I bought from electrical store in Uzhgorod on 12 of February.

I cannot switch on it .

I am enclosing the phone together with the bill .Could you please replace the phone?

I look forward to hearing from you.

Yours faithfully.

*Misha Molnar*

Misha Molnar

*By Misha Molnar  
form B-a*

