**SAMPLE OF CLAIM LETTER 02**

“The Bangladesh Commerce College, Road No 7, Uttara, Dhaka has purchased some books from Jamuna Publishing Pvt. Ltd. Bangla Bazar, Dhaka. The publisher has sent older edition of the books.” – Write a [**claim letter**](https://thebusinesscommunication.com/what-is-claim-letter-type-of-claims/) for replacing the books with the new edition.

*The Bangladesh Commerce College  
ESTD. 1992  
Road No. 7, Uttara, Dhaka. Phone————————*

*Ref. ………………………………                                          November 25, 2013*

*Manager  
Jamuna Publishing Pvt. Ltd.  
Bangla Bazar, Dhaka*

*Dear Sir,  
In response to our November 10, 2013 order letter, you have sent the ordered books. You delivery has reached to us on November 20, 2013. We have got all the books. But you have sent the older edition of some books.*

*Books of older edition are being returned. We are requesting for replacing the books with 2013 edition.*

*Your replacing the books soon will be appreciated  
Sincerely  
(Mr. Jonson)  
Principal*