

# Good essay about direct business letter

[Business](#), [Company](#)



**February 28**

Special Delivery

Taylor, Larry

Manager Custom Woods, Inc

897 RockStar Lane

**Durham, NC 34508**

Julie Chen

Dear Madam,

I read your letter of complain about the wrong sizes of the oak French doors that you had recently ordered for a client. I sincerely apologize for the inconvenience caused and the extra cost you had to undergo. According to the recorded information, the measurements taken in were eleven feet, and four inches and not eleven and eight inches as you claim. There could have been wrong recording of information, but for the last four years, our company has not had any issues with the customers.

Custom Woods, Inc, has earned the reputation as the best manufacturer of the finest wood doors and frames in the market for a couple of years. The company produces doors that feature prime woods and the quality is meticulous. The design of the doors has won many awards since the start of the business, and the engineering is ingenious. The company is currently producing three new lines of windows in different sizes. These are bi fold sliding doors, contemporary front doors and garage doors. They are all made of oak and designed in the most thorough and admirable way.

The company has agreed to reimburse the \$765 charged by the carpenters

who installed the doors. However, the company policy forbids returns on custom orders and refunds, and it has been agreed to deduct the amount in the next order made. The company appreciates your work as a successful interior designer and the large number of orders you have made for the company.

**Thank you for your cooperation,**

Custom Woods, Inc

Taylor, Larry

Manager Custom Woods, Inc

897 Rock Star Lane

Durham, NC 34508

**Indirect Business Letter**

Director Acorns Children's Hospice,

3412 Rock Vine Lane,

**Durham, NK 3489.**

February 28.

58663 Roseland Drive,

**Cincinnati, OH 45483-8529.**

Dear Mr. and Mrs. Wattisen,

I am grateful for offering a time-share condominium to my charitable organization, but I am sorry to turn down the offer. The condominium is associated with many challenges that may seem quite difficult to handle. For instance, time-shares are so difficult to sell. The upfront fee is high, and my

company is not in a position to pay the maintenance fee charged by the homeowner's association and the taxes until the unit is sold. The expenses of hiring someone to maintain and repair the building are also difficult, and the group is not willing to accept something that may not yield funds or profit.

However, on behalf of the company, we appreciate the help you have offered to this company in the form of funds and loans. The company also honored the services of Sharon Mattisen as a major contributor in the Board of Directors for the past two years ago. The company builds on a mission a new orphanage for around five hundred children and we shall appreciate any assistance given to that project. The company also hopes for a business partnership to relieve it of its financial burden. The company will greatly appreciate any more, convenient help in future.

Sincerely,

**Director Acorns Children's Hospice,**

3412 Rock Vine Lane,

Durham, NK 3489.