**ADJUSTMENT LETTER**

Ranken Electronics

Bijoy Sharan, Dhaka-1000

September 22, 20XX

Sales Manager

Vision Corner

Electron Plaza

Dakari: Your letter dated September 20, 2022

Dear Sir,

We regret that you had to take the trouble of writing to us. Your letter of Sept 20,20XX must have crossed with our letter No: 4k-21 of Sept. advising you of the dispatch of goods. Due to a power failure in the factory, production was held up for six (6) days.

With a large number of orders -on hand, we were under serious pressure and therefore we had to work extra hours as soon as the power supply started. In those days we were too busy to fix the problem that the communication chain between the factory and the administrative building was badly hampered. As a result, communication with customers also faced serious problems.

We are extremely sorry about this delay and hope you will realize that it was only due to circumstances beyond our control. We expect that you will receive the goods as ordered within September 25, 20XX.

Yours Faithfully

Khurshid Alam

General Manager, Sales

Rankon Electronics