

5. Write a letter to your local post master inquiring about a missing parcel. You are Dillip Sahoo, At/ Po- Hindol, Dhenkanal.

From:

Dilip Sahoo
Hindol, Dhenkanal.

To,

The Postmaster
Hindol Sub-Post Office,
Hindol, Dhenkanal.

~~Sub~~ Subject: Inquiring about the missing Parcel.

Sir,
With due respect, I am writing to
inform you that on Oct. 22 last
I sent a registered parcel containing some
high priced books to my sister Ms. Mani
Sahoo, Room no. 22, East Hostel, G.M. College,
Sambalpur. I have learnt that the parcel
has not yet reached the address.
I shall be grateful if you kindly
look into the matter and trace

parcel. The number of the R.P receipt
no is 4835689, dated 22.10.2015. I remain
with a hope to receive an early
reply. Therefore I shall be remain grateful
of obligate.

Jindal, Bhawan

Yours faithfully
X Dhiraj Sahoo.

Def - 29.10.2022 L

From : To
