Please type a business letter responding to the following situation :

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| --------[Return Address](http://www.gmu.edu/departments/writingcenter/business.html" \l "return)       -------- [Date](http://www.gmu.edu/departments/writingcenter/business.html" \l "date)  The Tiny Tots Toy Company -------- Inside Address 15456 Pyramid Way  College Park, FL 33133  Dear Customer Service Representative: -------- [Salutation](http://www.gmu.edu/departments/writingcenter/business.html" \l "salutation)  **Subject**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * recently purchased a Tiny Tents (Model # 47485) for three-year old. * discovered that four of parts missing. * instructions that came with tent incomplete. * Result: tent remains unassembled /unacceptable as toy for daughter. * want replacements for missing parts, and copy of full set of assembly directions for tent bought. * If reasonable arrangements not made within ten business days, will return tent and expect full refund. * am including copy of sales receipt and list of missing parts.   Last Paragraph   * have purchased other toys by company in past/ always been impressed with quality and selection Tiny Tots has * hope this is one-time incident, * Hope future purchases will live up to standard my family has come to expect.   -------- [Closing](http://www.gmu.edu/departments/writingcenter/business.html" \l "closing)  [Signature](http://www.gmu.edu/departments/writingcenter/business.html" \l "signature)  -------- [Typed Name and Position](http://www.gmu.edu/departments/writingcenter/business.html" \l "typed)  Enclosures: 2 -------- [Abbreviations](http://www.gmu.edu/departments/writingcenter/business.html" \l "abbreviations) |  |