Barbara Collins,

Manchester

October 04, 1989

Mr. Jeff Miller,

Branch Manager,

United Bank of Manchester,

Manchester, USA

Dear Mr. Miller,

I am pleased to inform you that I am extremely happy with the kind of service your bank renders to its customers. I honestly say it is the most customer friendly in handling bank affairs.

I have recently opened an account in your branch on the 28th of September. My account number is 1898988. However I regret to say that I have not yet received my check book from the branch. I have given reminders to the manager in charge but no action has been taken so far. I would be obliged if you can look into the matter and help me get my check book at the earliest. I am willing to contact the branch again for an intimation as to when I can get the check book on Friday.

I request you to kindly consider my request and oblige.

Thanks and Regards,

Barbara Collins,

A/C No. 1898988