

To whom it may concern:

Good day I'm Roland C Garcia Jr. PS assigned at Western Appliance. I'm writing this letter to explain the alleged double claim of serial unit for the month of May 2023. the said unit [KAM75CMC32] was bought by Ms. Jocelyn Palma dated 05/05/23 at Western Appliance Las-Pinas with the serial unit of 13942202-14440 and was only pick up and released by 05/26/23. As I was notified for the double claim violation, I immediately checked the invoice records to check the details and only to find out that the actual invoice dated 05/05/23 and the releasing copy dated 05/26/23 was filed on separate dates.

I sincerely apologize for my negligence, for not reviewing my sales report before sending it to the office. I was hoping for your kind consideration regarding this matter and promise not to make the same mistake again. Thankyou

Sincerely,

Roland C Garcia Jr.