To,

[Name of Recipient]

[Designation of Recipient]

[Name of Recipient’s Company]

Date:

**Subject: Claim Letter to the Publisher**

Dear [name of recipient],

On [mention date of order letter], we ordered some books for our college [mention school name] by writing you an order letter. You delivered the books and we received them at [mention date of delivery]. All the books are according to our specifications except [mention number of books] books. These books are as follows:

[mention name of books that are not in accordance with the requirement]. You have wrongfully sent older editions of these books but we will be requiring their latest edition.

So, these books are being returned and I hope that you will replace them with latest editions as soon as possible. However, if the latest editions of these books are not available, you will have to refund us the sum of these books.

Waiting for your response. Thanks.

Yours Truly,

[Sender Name]

[Sender Address]