1. Revise these sentences to improve their tone. If the sentence contains vague or ambiguous language, make the language specific.
2. Sorry, we cannot fill your out your order for our product due to lost paperwork.
3. We cannot credit your account for the cost of the product.
4. We are searching for the revised report that you mailed to us on September 17.
5. Your cooperation is greatly appreciated.
6. How could you have left your quarterly check when you mailed your copy of the statement?
7. You should see that I sent that the email at 4:38 p.m. yesterday.
8. The serial number of the printer is missing in the warranty information.
9. Please specify a size for the windows on the mechanical drawings.
10. Please submit the following submittals immediately.
11. After review, I noticed a mistake in the dimensions of the elevator shaft.