Date:

From
Name
\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_

To,
(name of recipient)
(designation)
(name of organization)
(address)

Dear Sir/Madam,

I want to lodge a complaint against ….(mention organization’s name) for …(mention reason for the complaint)

I ….(furnish details about item procured /service) and paid an amount of …(mention amount paid) on …(mention date of procurement).

…(briefly explain the problem you are facing with respect to item purchased or service taken).

I have written umpteen mails to concerned authorities, but with no response. I am enclosing …(mention documents you are enclosing as proof for your allegation)

I request your forum to intervene and get me justice at the earliest.

Thanking You,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name