**FORMAT OF A COMPLAINT LETTER**

**Writer’s Address**

AZ-1256, Mayur Vihar Phase I

Delhi-94

**Date-**July 23, 2019/ 23 July, 2019

**Designation and Address of the receiver**

The Marketing Manager

Samsung India Pvt. Ltd.

C-1262, Sai Nagar East,

Delhi-110022

**Subject-**This should be short and specific to make all the content clear. (Suggestion- Keep maximum 12 words)

**Salutation**

Dear Sir / Dear Madam

**Main Body-**This part should be divided into three paragraphs.

**Para 1-** Introduction of the complaint- With due regards it is to be brought to your kind notice that\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Para 2-** The middle paragraph must contain all the details.

**Para 3-**While the last paragraph must express what one would want the other person to do in the response of this letter. This is the concluding part of any letter. It also expresses thanks in beautiful words

**Subscription**

Yours truly/obediently/sincerely

**Name**

**John/ Michel**

**Sample letter**

**You are Anoop Ahuja resident of 76-Majestic Apartments, Worli Road, Saket. Write a letter to the Health Officer of Municipal Corporation. Delhi, complaining about insanitary conditions in your locality.**

76- Majestic apartments

Worli Road, Saket

New Delhi

23 July 2019

Senior Health Officer

 MCD. Delhi

**Sub: Complaint against insanitary conditions in our locality**

Dear Sir.

I want to draw your kind attention to the sad sanitary conditions of my locality. I am a resident of Saket. The sweepers have not visited the locality for the last several days. The dirty water of drains is overflowing. This gives out a foul smell. I am afraid; an epidemic may soon break out. If possible please pay a personal visit to the locality and help us in this matter and bring out the residents from hell.

Thanking you,

Yours faithfully

**Anoop Ahuja**

**Home work (23.07.2019)**

**Q.** **Write a letter to the Chairman, North Delhi Power Limited complaining about frequent power failures in your area. You are the General Secretary, Saraswati Vihar Welfare Society, New Delhi.**