

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service Department

Ajanta [Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding [Product/Service]

Dear Customer Service Team,

I am writing to formally lodge a complaint regarding [describe the issue, e.g., a defective product, poor service, etc.].

Details of the complaint:

- Product/Service Name: [Product/Service Name]
- Purchase Date: [Purchase Date]
- Order/Invoice Number: [Order/Invoice Number]
- Description of the Issue: [Describe the issue in detail]

I have already attempted to resolve this matter by [describe any previous attempts to resolve the issue, e.g., calling customer service, returning the product, etc.], but unfortunately, it remains unresolved.

I request that you [state what you would like the company to do, e.g., provide a refund, replace the product, etc.].

Thank you for your attention to this matter. I hope to hear back from you soon to resolve my complaint promptly.

Sincerely,

[Your Name]