

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

The District Collector

[District Name]
[Office Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of the Issue]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [specific issue] that has been adversely affecting [describe the affected community or individuals, if relevant].

[In this paragraph, provide a detailed description of the issue, including any specific incidents, dates, and the parties involved]. Despite my attempts to resolve this matter through [mention any actions taken, such as contacting local authorities, filing previous complaints, etc.], I have not seen any satisfactory resolution.

I kindly request your intervention to address this issue promptly. I believe that your office can facilitate a resolution and prevent further complications.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]