

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

The Chairman
Central Board of Secondary Education (CBSE)
Shiksha Kendra, 2, Community Centre
Preet Vihar, Delhi - 110092
Subject: Complaint regarding [specific issue]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [specific issue, e.g., discrepancies in examination results, unfair treatment during examinations, inadequate facilities at the examination center, etc.]. I am a student of [Your School's Name], enrolled in [Grade/Class] with Roll Number [Your Roll Number]. [Briefly describe your issue, including any relevant details such as dates, events, and how it has affected you or other students].

I believe that this situation warrants immediate attention and resolution. [Explain why it is important to address this matter and suggest how it could be resolved].

I appreciate your prompt response to this complaint and look forward to your action regarding this matter.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Grade/Class]