

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

[Recipient Name]
[Designation]
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Complaint Against [Name/Designation of IAS Officer]

Dear [Recipient Name],

I am writing to formally lodge a complaint against [Name of IAS Officer], who is currently serving as [Designation/Position] in [Department/Office Name].

The details of the complaint are as follows:

1. ****Nature of Complaint****: [Briefly describe the issue, e.g., misconduct, negligence, etc.]
2. ****Date/Time of Incident****: [Provide specific details]
3. ****Location****: [Where the incident took place]
4. ****Relevant Background****: [Any previous interactions or relevant information]
5. ****Impact of Incident****: [How it affected you or the community]

I have attempted to resolve this matter through [mention any prior communication or attempts] but have not received a satisfactory response. I kindly request that your office investigate this matter and take appropriate action.

Thank you for your attention to this urgent issue.

Sincerely,
[Your Name]