

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

Customer Service Department
Jyotirlinga Services

[Company Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Nature of the Complaint]

Dear Sir/Madam,

I am writing to formally file a complaint regarding [specific issue or service]. On [date of service or issue], I [describe the incident or issue clearly and concisely, including any relevant details such as booking reference, service received, etc.].

Despite my expectations, [explain how the service did not meet expectations or how the issue affected you]. I have attempted to resolve this matter by [mention any previous communications, calls, or attempts to address the issue].

I am disappointed with the service I received and would like to request [specific resolution you are seeking, such as a refund, compensation, or correction of the issue].

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]