

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

To,

The Municipal Commissioner
Kalyan-Dombivli Municipal Corporation (KDMC)
[Office Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of the Issue]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally lodge a complaint regarding [specific issue, e.g., garbage collection, water supply, potholes, etc.] in my area.

Details of the complaint are as follows:

- ****Location:**** [Specify exact location]
- ****Nature of the complaint:**** [Provide a brief description of the issue and its impact, e.g., health risks, inconvenience, etc.]
- ****Date of occurrence:**** [Provide the date of the issue]

Despite previous complaints/notifications (if any), no action has been taken to address this matter.

I kindly request your immediate attention to this issue and hope for a prompt resolution.

Thank you for your attention to this matter.

Sincerely,

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