

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

[Recipient's Name]
[Recipient's Title]

KTBS (Karnataka Telecommunication and Broadcasting Services)

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

Subject: Complaint Regarding [Brief Description of the Complaint]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [describe the issue in detail: e.g., poor service, billing errors, service interruption].

[Provide additional details: dates, times, relevant account numbers, and any other pertinent information].

Despite my previous attempts to resolve this issue through [mention any prior communication, e.g., phone calls, emails, in-person visits], I have not received a satisfactory response.

I request your immediate attention to this matter and look forward to your prompt resolution. I can be reached at [your phone number] or [your email address] for any further information.

Thank you for your assistance.

Sincerely,

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