

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

Customer Care Department
NTPC Limited

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

Subject: Complaint Regarding [Nature of Complaint]

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally lodge a complaint regarding [briefly state issue, e.g., "frequent power outages", "billing discrepancies", "poor customer service", etc.].

Details of my complaint are as follows:

- Account Number: [Your Account Number]
- Location: [Your Service Address]
- Date of Incident: [Date of the Issue]
- Description: [Provide a detailed description of the issue including the impact it has caused]

I have attempted to resolve this matter by [mention any previous attempts to contact NTPC customer service, reference any complaint numbers if applicable], but unfortunately, the issue remains unresolved.

I kindly request your prompt attention to this matter and look forward to your response and a solution to my complaint.

Thank you for your understanding.

Sincerely,
[Your Name]