

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Title]

NTPC Limited

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

Dear [Recipient Name],

Subject: Feedback on [specific service or experience]

I hope this letter finds you well. I am writing to provide feedback regarding my recent experience with NTPC on [specific date or time frame].

[Begin with positive remarks about the service, experience, or employee if applicable.]

However, I would like to bring to your attention some areas for improvement:

1. [Specific issue or feedback point 1]
2. [Specific issue or feedback point 2]
3. [Specific issue or feedback point 3]

I believe addressing these concerns could enhance your service quality further. Thank you for taking the time to consider my feedback. I look forward to seeing improvements in the future.

Sincerely,

[Your Name]
[Your Contact Information]