

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

The Director-General
National Transport and Safety Authority (NTSA)
[NTSA Address]
[City, Zip Code]

Dear Sir/Madam,

Subject: Complaint Submission

I am writing to formally submit a complaint regarding [briefly state the issue, e.g., "improper conduct of a traffic officer" or "inconsiderate road conditions"].

Details of the Complaint:

- Date of Incident: [Insert date]
- Time of Incident: [Insert time]
- Location: [Insert specific location]
- Description of the Issue: [Provide a detailed description of the complaint here]

[Optional: Include any evidence or supporting documentation, such as photographs or eyewitness accounts, if available.]

I request that you investigate this matter and take appropriate action to address the situation.

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

Sincerely,

[Your Signature]
[Your Printed Name]