

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

The Ticketing Authority

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

Subject: Formal Complaint Regarding RLWL Ticket Booking

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding my recent experience with the booking of a railway ticket under the Reservation Against Waitlist (RLWL) category.

I booked a ticket for [Train Name/Number] traveling from [Departure Station] to [Destination Station] on [Travel Date]. My PNR number is [PNR Number]. Despite following all the necessary procedures, I faced multiple issues that I believe need to be addressed.

[Briefly describe the issues faced, such as failure to confirm the waitlist ticket, lack of communication, etc.]

I would appreciate it if you could look into this matter and provide a resolution at your earliest convenience. I hope for a prompt response to ensure a better experience in the future.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]