

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

To,

The Consumer Complaints Authority
Jhansi, [Authority Address]
Jhansi, [State, Zip Code]
Subject: Complaint Regarding [Product/Service Name]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [brief description of the product/service] that I purchased on [purchase date] from [Name of the Store or Service Provider].

The details of my complaint are as follows:

- ****Product/Service Details:**** [Provide specifics about the item or service]
- ****Order/Transaction Number:**** [Order number]
- ****Issue Encountered:**** [Describe the issue clearly and concisely]
- ****Attempts to Resolve:**** [Enumerate any previous attempts made to rectify the issue, including dates and responses received]

Despite my efforts to resolve this matter directly with [company/store/service provider's name], I have not received a satisfactory response. [Optional: mention if you are seeking a refund, replacement, service, etc.]

I kindly request your assistance in addressing this issue promptly. I have attached copies of relevant documents for your reference.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: List of documents, if any]