

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

The Manager

[Company/Organization Name]  
[Company Address]

Ujjain, [State, Zip Code]

Subject: Complaint Regarding [Nature of Complaint]

Dear [Manager's Name],

I am writing to formally lodge a complaint regarding [explain the issue briefly].

[Provide a detailed explanation of the situation, including any relevant dates, times, and specific incidents].

I believe this matter requires your immediate attention, as it has caused significant inconvenience. I request [state what you expect as an outcome, e.g., a resolution, compensation, etc.].

Thank you for taking the time to address my concerns. I hope to hear from you soon regarding this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]