

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

Customer Service Department

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Grievance Regarding Ujjwala Scheme

Dear Sir/Madam,

I am writing to formally express my grievance regarding the Ujjwala Scheme. My name is [Your Name] and I am a beneficiary of the scheme, with registration number [Your Registration Number], located in [Your Village/Area].

[Briefly describe the issue you are facing, e.g., "I have not yet received my LPG connection despite my application being submitted on [Date]."]

I have made several attempts to resolve this issue through [mention any attempts made such as contacting customer service, visiting the local office, etc.], but unfortunately, the issue remains unresolved.

I kindly request your prompt attention to this matter and hope to receive a response by [set a reasonable time frame, e.g., "within the next two weeks"].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]