**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

**First Paragraph**: Direct reference to the nature of complaint quoting reference of transaction/receipt number etc.

**Second Paragraph**: The kind of action solicited to rectify/replace or redeem the situation.

**Final Paragraph**: Give a suitable time-frame within which you expect the problem to be sorted out.

Thanking You,

Sincerely,

**[Write Complete Name Here]**

[Contact]