

A letter of complaint is typically addressed to officials. You may have complained to your local officials about problems in your neighborhood. You received a product from a company that was defective; therefore, you must report the defect to an official. Is your neighbor causing you problems? In all such cases, you should file a complaint. This is known as a letter of complaint. I will go over the complaint letter and tips, as well as important words, format, and examples of complaint letters.

Let's explain the above points in detail:

General rules for Writing Complaint

- You should write a complaint letter as early as possible after the incident.
- Explain the problem clearly. It should be brief and concise.
- Write one problem at one time.
- Try to explain the solution to the problem.
- Don't try to blame others for the problem and explain the problem in a polite way.
- The motto of the letter should be in solving problems.
- Try to explain all data such as date and time.
- Keep a copy of the letter with you.
- Conclude the letter by explaining all the points.

Format of Letter of Complaint

Sender's Address

Reference and Date

Receiver's Name and Address

Subject:

Salutation

Body of the Letter

Subscription(Sincerely Yours)

Signature

Name

Important words for writing [Complaint](#) Letter :

Click on each word to get definitions and examples from WordNet 1.6 Vocabulary Helper.

[Compensate](#) [Concerned](#) [Damage](#) [Defective](#)
[Disappoint](#) [Disrespect](#) [Disturbed](#) [Embarrassing](#)
[Impolite](#) [Incomplete](#) [Inconsiderate](#) [Inconvenient](#)
[Mishandle](#) [Misinterpret](#) [Negotiate](#) [Offend](#)
[Overcharge](#) [Reimburse](#) [Repair](#) [Repay](#)
[Resolve](#) [Restore](#) [Return](#) [Rude](#)
[Thoughtless](#) [Uncooperative](#) [Unhappy](#) [Unprofessional](#)

Question: Write a letter to the Superintendent of Police of your district complaining about poor patrolling by the police in your area resulting in petty crimes.(HBSE 2017D)

240/7, Ward No. 7

Arya Nagar

Panipat

25th March, 2023

The Superintendent of Police

Panipat

Subject: Complaint letter regarding police patrol in our neighborhood.

Respected Sir

I, Mahesh of Arya Nagar, am writing to draw your attention to the rising crime rate in our neighborhood. Crime in the area has increased, and one of the reasons is poor patrolling by police officers on the beat.

Unfortunately, police patrolling in our area is not very strict, and only a few officers are seen patrolling in the area. Police negligence facilitates criminal activity. Theft is on the rise in our community. We usually see police patrolling in the early hours of the night, and they seem unconcerned about what happens during the night. They also attacked

the watchman, who was seriously injured and hospitalised. So there is no watchman these days.

So, please look into the matter and assist us. Please assign police officers to work late at night. Please ask your people to uphold the rule of law and order. Areest anyone found roaming the colony at night for no apparent reason? This will help to put a stop to such incidents. Your prompt action in this matter will be greatly appreciated by the people of the area. Thank you in advance.

Yours sincerely

Mahesh

EXERCISE FOR PRACTICE: 1. Write a letter to the SHO of your locality reporting the theft of your bike/scooter. You are Nisha/Naresh living at 1020, Sector 6, Jind.(HBSE 2018 SET D)

Misbehaving Students

A student of class 11th broke the desk of the school. You are the Principal of the school. Write a complaint of the student to the parents.

The Principal

G.S.S.S.

Jhajjar

15th March,2023

H.No. 220

Arya Nagar

Jhajjar

Haryana-124103

Subject: Complain about misbehavior of XYZ

Dear Sir

I'm writing to inform you that your ward xyz broke his class's dual desk while playing in the classroom during lunch break. The desk was brand new. You will have to pay for the desk or repair it yourself. So you've been asked to come to school tomorrow. to talk about the subject

I hope you will ask your ward not to bring up the subject again. I'll be waiting for you at school.

Thank you

Signature

Principal

School: Dissatisfaction with Marks

You are not satisfied with the grade you received for your project. Write a complaint letter to your teacher to recheck the project. Consider yourself as Ram from Karnal.

Class 12th B

D.A.V. School

Karnal

25/05/2023

The Principal

D.A.V. School

Karnal

Subject: To review the grade in Physics

Respected Sir

I'm writing to express my dissatisfaction with the grade I received in Physics for my final project. You stated that the entire group would receive the same grade, but I am requesting that you revise my grade.

I had worked very hard on my project. I had put in many hours on this project, and my partner received a higher grade without much effort. All documents for my case are enclosed. So, please look into the matter and assist me in improving my grade.

If there was a problem in the groups, you always encouraged us to speak up. I discussed my concerns with you twice, but you did not listen to my complaints. So, please look into the situation and revise my project grade as soon as possible. I hope you will do the grade justice by raising it.

Thanks

Yours sincerely

Signature

Ram

Product: Dissatisfaction

You ordered a washing machine last week. It is not working properly. Write a complaint letter to the manager, L.G. India as your machine is under warranty.

240/5

Adarsh Nagar

Yamuna Nagar

25/04/2022

The Manager

L.G. India

New Delhi

Subject: A complaint about washing machine

Dear Sir

I had purchased a fully automatic washing machine from your showroom on April 20th. After receiving the machine, I started the washing and it was not working properly while drying the clothes.

I regret to inform you that the washing machine I purchased from your store under cash memo No.200 dated May 7th with a two-year warranty stopped working after ten days. The machine is now making an unbearable noise, and the motor is tearing delicate fabrics.

All of this is causing me a lot of trouble, and I feel cheated. As a result, I request that you remove the minor flaw or replace it with a new one in accordance with the terms of the guarantee certificate. Your prompt action will be greatly appreciated.

Thanks

Yours Customer

Signature

XYZ

Complaint against Rude Behavior of Salesperson

20/5

Defense Colony

New Delhi

March 10, 2022

The Manager

Reliance Store

Defense Store

New Delhi

Dear Sir

I came into your store this morning with the intention of purchasing some house utility items from your store. Your sales person misbehaved with me. I was not expecting to meet such a rude salesman.

I had asked to see some items, which he duly delivered. When I asked to see more, he gave me a fierce glare. He stormed away, muttering something to himself. He never returned, leaving me sitting among the items.

Your other salespeople were preoccupied with other customers. So, after about ten minutes, I returned home empty-handed. If such rudeness continues, I doubt I will return to your store.

Yours customer

Signature

Name: XYZ