

COMPLAINT LETTER
SAMPLE AND PRACTICE
QUESTION

Class -7

Q1. You are Rahul living at 7, Raven Organics, Orchard Road Mumbai. You purchased a washing machine last week from Tirupati Stores Nampally , Mumbai but it is not working properly. Write a complaint letter to the dealer to raise the issue regarding the same with necessary details.

Answer.

Raven Organics 7

Orchard Road Mumbai-21

26 July 2024

The Marketing Manager

Tirupati Stores, Nampally

Mumbai

Subject: Complaint about defective 'VIP' washing machine

Dear Sir

I had purchased an automatic washing machine on 15 July 2024, model no. G 24 and the invoice no. is 1598.

Last week, the machine stopped working abruptly and has not been working since then despite all our efforts. The machine stops running after the rinsing process is completed, causing a lot of problems. Moreover, the machine since the last day or so has also started making loud noises, creating inconvenience for us.

Please send your technician to repair it and if needed get it replaced within the following week.

Hoping for an early response

Yours truly

Rahul

Q2. You are Arihant/Aparajita, the Sports Secretary of Sunshine International School, New Delhi. You have received the parcel of sports articles ordered by you, some of which are defective and old. Write a letter of complaint to Messer New Sports, Meerut, the supplier of the sports articles.

Answer.

Sunshine International School

Civil Lines

New Delhi

30 January 2024

The Manager

Messer New Sports

Meerut

Subject: Complaint about supply of defective and old sports articles

Dear Sir

I am writing to you in the capacity of the sports secretary of Sunshine International School, New Delhi. I had visited your store a month back and after checking the goods, I had placed an order regarding specific articles.

I would like to draw your attention towards the parcel of the sports articles delivered. Though the delivery was very prompt, some of the articles are defective and old.

I request you to kindly replace the faulty goods with proper quality goods as discussed a month prior. Please let us know when you would be getting the goods replaced, failing which we would have to take strict action.

Looking forward to a prompt reply from you

Yours sincerely

Arihant

Sports Secretary

Q3.You are Kushal living at 123, Gaur City, Bengaluru.The continuous leaking of drain pipes in your colony is causing diseases and health complications for the residents. Write a complaint letter to the Municipal Commissioner to take necessary actions regarding the same.

Answer.

123, Gaur City

Bengaluru

31 March 2024

The Municipal Commissioner

Gaur City

Bengaluru

Dear Sir

Subject: Leakage in drain pipes in the colony

I have been a resident of Gaur City for the past three years. I would like to bring to your notice the unsanitary conditions in our colony caused due to the continuous leakage in the drain pipes.

The leakage in pipes has for the past month or so been a regular. This has caused an unpleasant smell to stay continuously in the colony and now has even led to it attracting mosquitoes and making our colony a breeding ground for them. These unsanitary conditions have caused several children in the society to fall ill and some even to be hospitalized.

The conditions have remained so for a long period of time with the authorities taking no action even after repeatedly complaining. You are requested to take an immediate remedial action to set the conditions in order

Hoping for a response and action against the authorities.

Yours truly

Kushal

QA. You are Renu living at 57, Patel Nagar, Delhi .The unsanitary conditions in your colony are causing diseases for the residents . Write a complaint letter to the Municipal Commissioner to take necessary actions regarding the same.

OR

QB. Write a letter to M/S Shining Star 79, Durga Nagar, Jammu, complaining about the delay in the delivery of the books you have ordered.