

LETTER OF COMPLAINT

Letter of Complaint to the Deputy Commissioner of Police about the noise problems. (May, 2003)

25.2.2005

The Secretary
KVC Municipal Ward
LJ Nagar
Chennai-93.

The Deputy Commissioner of Police
Chennai Central
Chennai-93.

Sir,

Sub: Complaint about the noise problem faced by the residents of KVC Ward

This letter is to draw the attention of the Deputy Commissioner of Police about the noise menace, we the residents of KVC Ward are facing. As the Secretary of the Ward, I would like to bring to your notice the problems faced by the residents, due to the constant use of loudspeakers in our locality during night time.

Ours is a densely populated area with young and old aged occupants. The constant noise from loudspeakers has gone beyond human tolerance. The students are not able to concentrate on their studies. The sick and the old face a lot of mental disturbance due to the high decibel sound created by the loudspeakers. They are not able to sleep.

We have already made several representations to the concerned people. But everything seems to fall on deaf ears. As they have not heeded to our requests, we have brought to your notice for strict action.

As excessive exposure to such noise can be a health hazard, we suggest the following solutions.

- The decibel can be reduced and kept within normal range as per the requirement of the people concerned.
- Use of loud speakers can be banned during exam season.
- The users should get prior permission from the local authorities and should use it at a medium decibel without causing much disturbance to the residents.
- Strict action should be taken on those misusing their democratic rights beyond 9 p.m.

Expecting your favourable action at the earliest.

Yours faithfully,
Sd.
(The Secretary)

COMPLAINT

As the Purchase Officer of Nirmal Foundations Pvt. Ltd., write a letter of complaint to The Sales Manager of Danish Technologies Pvt. Ltd. on the discrepancies found in certain item supplied by them.

NIRMAL FOUNDATIONS PVT. LTD.
57, Ponnu Complex, East Vadi Street,
Chennai-600 062.

29 April 2005

The Sales Manager
Danish Technologies Pvt. Ltd
Anna Salai
Chennai-600 002.

Dear Sir/Madam,

Sub : Complaint on Computer peripherals received - Reg.

Ref : 1. Our letter No. JN/47-2005

2. Quotation No. M/52 dated 22 April 2005

3. Delivery note No. XY/871 dated 26 April, 2005

Thank you for delivering the items ordered for on the stipulated date. But the personnel who have to install the items have not turned so far. Also, we find certain sealing tampered with. Please send your men and do the needful at the earliest as we are not able to kickstart our program as per schedule.

Yours faithfully,
(sign)

Sathish Joshua
The Purchase Officer

Explanation

All the above letters, fall under the category of business letters. Whenever an organization wants to buy products in bulk, it calls for quotation from various dealers. After receiving the quotations, a comparative analysis is done and orders are placed. Then the products are received and verified. If there is any discrepancy, a letter stating the default is send to the dealer for rectification. The format is like a presentation in a letter pad. Language should be simple, clear and to the point, with all relevant particulars.