Deepika

…………………,

…………………,

………………….

4th November, 2020

Chennai

The manager / Mr Rahul

……………….

………………

…………………..

Respected Sir/ Madam or Dear Rahul

Subject : ( mention the reason for complaint) - reg

……………………………………………………

………………………………………………………….

…………………………………………………….

Yours sincerely

Signature

…………………………..

Enclosure

…………………………………….

Respected Madam / Sir or Dear Rahul

Subject: complaint letter for receiving a damaged product - reg

My name is shalini. I am writing this letter to complain about receiving damaged products from your company.

I have ordered (name of the product) on 3.10.20 .it was delivered to me on 10.10.20. When I opened the courier the product was in damaged position. It was very disappointing to me as I have a lot of trust in your company and this is the first time it happened to me.

Therefore I am requesting you to send a person to take this damaged goods back and deliver me the same product in a good state. And if you don’t have the product available in stock, please refund my amount for the same.

Thank You.

Yours faithfully

Signature.

Name