**NOTICE BEFORE FILING THE COMPLAINT**

Anand, son of Ramdhari

Resident of village Pukhas

Tehsil Gannaur, Distt. Sonepat

…Complainant

[date]

The Oriental Insurance Company Ltd.

Branch Office Gohana

District Sonepat

Through its Branch Manager

…Opposite Party.

Subject: Complaint regarding compensation for fire damage to warehouse.

Dear Sir/Madam,

I am writing to formally request you to release the insurance payment for my fire-damaged warehouse, towards which you have only paid Rs.37,500/- against the sum assured of Rs.2 lakh, which is much less than my actual losses.

Please confirm the receipt of this complaint and inform me of the steps you will take and the tentative timeline associated with the process. If I do not receive a satisfactory response from you within 15 days of this complaint, I shall take this matter to the appropriate consumer redressal forum.

Sincerely,

[Your Signature]

Anand