Sukriti Singh,

w/o Atul Singh Rai, 32 years old,

Deviganj Road, Ambikapur,

Sarguja, Chhattisgarh

[date]

Colourjet India Limited,

C-56/47 Industrial Area Sector No. 42

Noida, Gautama Buddha Nagar,

Uttar Pradesh - 201035

Subject: Complaint regarding failure to replace structurally flawed printer

Dear Sir/Madam,

I am writing to formally complain about your firm’s lack of response to my request for a replacement for a plaque printer I bought that turned out to be structurally flawed. I am forced to resort to this as this lack of response has already cost me severe 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]

Sukriti Singh