Mr. Ashok Jain,

Son of Bherumal Jain,

Aged about 48 years,

Resident of Flat No. 103,

Lotus Terraces, Vidhyanagar,

Margao Goa …………………………………………………………………….. Complainant

[Date]

Ar. Sheetal Morajkar,

Proprietor, SSM Designs,

Building No.4, Office No. 12,

Marao Kenny Complex,

Caranzalem, Panaji Goa 403002……...…………………………………………Opposite Party

Subject: Complaint regarding failure to provide contracted services for interior design

Dear Sir/Madam,

I am writing to formally complain about your firm’s unprofessional behavior regarding services purchased for interior design. I have paid an advance and there has been no work done nor any plans shown to me for my approval. I would like to terminate my contract with your firm and have my advance payment returned.

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]

Ashok Jain