Pranesh Prakash Shet Dessai

R/o. H. No. 44/A,

Nainem, Culwado,

Cuncolim, Salcete

South Goa 403 703 ….. Complainant

[date]

M/s. HAVELLS INDIA LTD.,

Reg. Off. 904, Surya Kiran Building,

K.G. Marg., New Delhi 110 019 (INDIA)

Subject: Complaint regarding defective air conditioning

Dear Sir/Madam,

I am writing to formally complain about my Havells air-conditioning, which is defective and did not provide satisfactory cooling. I have addressed this twice now with your customer service division, with no response.

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]

Pranesh Prakash Shet Dessai