**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I wish to bring to your notice the (nature of complaint).  The transaction details of the aforesaid are as follows, (Name of Product), (Receipt Number) (Date of Transaction).

I request you to kindly take (the particular action) and replace/rectify/refund the money. (as is applicable)

I am herewith enclosing a copy of the transaction for your records and request you to attend to the complaint and take suitable action within (a particular time-frame).

Thanking You,

Sincerely,

**[Write Complete Name Here]**

[Contact]