

Complaint Letter Example “Write a letter of complaint to the railway authorities asking for damages.” Complete Application for all classes.

Wool Emporium,
19, Greater Kailash,
New Delhi.

To

The General Manager,
Northern Railway.
Delhi.

Sir,

We regret to point out that our consignment dispatched from Ludhiana has been tampered with during transit. We had ordered a consignment of hosiery goods from Ludhiana, which included two dozen woolen pullovers, five dozen sweaters, five dozen mufflers and three dozen socks. To our utter dismay, we find a number of articles missing.

This matter has been brought to the notice of the concerned Stations Master. The damage is estimated at rupees four thousand. Kindly register this claim and make arrangement for an early payment. The whole consignment can be produced for inspection though it clearly shows the sign of pilferage. Enclosed please find details of the damage. Please give this matter your kind and immediate attention.

Encl: List of damaged articles.

Yours faithfully,

For Wool Emporium,
Hari Parasad,
Manager.