

**Official Letter Example “Write a letter of complaint for insanitary condition”
Complete Official Letter for all classes.**

517-L, Model Town,

Phagwara.

August 25, 20...

To

The Executive Officer,

Municipal Council,

Phagwara.

Sir,

I wish to draw your attention to the insanitary condition in your locality.

This locality has been neglected for long. There are so many pots which remain full of water in the rainy season. It becomes difficult to cross the road at night. Mosquitoes breed in the standing water. It is feared that some epidemic will break out. The so-called Disco fever has already told upon the health of the people.

The drains are not cleaned every day. The rubbish is dumped in the middle of the street. Flies keep buzzing throughout the day. Dung-heaps are not removed for days. The sweeper turns a deaf ear to the requests made to him. The Sanitary Inspector is a stranger to this locality.

It is, therefore, requested that the sanitary staff be instructed to take necessary steps in the matter.

It will be appreciated if you take a round of this locality.

Thanking you,

Yours faithfully,

Sachin Walia.