

Official Letter Example “Write a letter of complaint to the S.D.O. for breakdown of electricity” Complete Official Letter for all classes.

To

The S.D.O. (Electricity),

P.S.E.B.

X Y Z City.

Subject: Complaint against frequent breakdown of electricity in Rainak Bazaar Area.

Sir,

I, on behalf of my locality, wish to draw your kind attention towards frequent breakdown of electricity in Rainak Bazar Area. The low voltage and frequent tripping of electricity in this area has become almost a daily routine. During the three-hour daily cut, no one expects the supply of electricity. But the unannounced frequent breakdown of electricity is simply nightmarish. At night, one is left half through the meals at the dining table. During the day, there is no rest, no comfort, no protection from the sultry weather.

Besides this, low voltage of electricity has damaged electric lamps, tubes and other electric appliances. Fans do not give proper air owing to low voltage. Many times, complaints have been lodged with your office but no permanent solution to this menace has been found. It is a pity that even when there is supply of electricity in other localities, our locality remains dark. The wires through which electricity is supplied to our locality, are old and worn out, the transformer where from the electricity is supplied to us, is also an old one. There is always some defect in wires or in the transformer. In fact, all the wires as well as the transformer need to be replaced. Only then the proper supply of electricity can be restored to this locality.

I hope you would look into the matter at the earliest and redress our grievance.

Thanking you,

Yours faithfully,

Parvez.

August 25, 20....