

Complaint Letter Example “Write a letter to the Railway Station Master complaining the damaged item” Complete Application for all classes.

Dhandhari Kalan,

Dist. Ludhiana.

August 25, 20....

To

The Station Master,

Ropar.

Sir,

This is to bring to your kind notice some facts, regarding a damaged consignment that I received at Dhandhari Kalan. My father living at Ropar dispatched four boxes of mangoes weighing 12 kg each per R.R.No. REN 65190280 on 14th August per passenger train. Yesterday I received the consignment at the local railway good office.

To my utter surprise I found the boxes and found stones and straw filled in them.

The local station master, when contacted, expressed helplessness. I rang up my father and he intends to take the matter to police. Before that I want you to look into the matter, by paying suitable compensation and bring the culprits to book.

I shall proceed further after hearing from you.

Yours faithfully,

Rajesh Sexena.