Date:

From,

(Sender’s name)

(Sender’s address)

To,

(Recipient’s name),

(Recipient’s address)

SUBJECT- The grievance relief

Dear sir/ madam,

This letter is a result of sheer desperation and despair. It has been more than a month that the Mall management has promised for the compensation of the damage incurred to the health of my grandmother. After considering all the pros and cons, the mall management has decided to do away with the medical bills and they have even promised for apology compensation. The apology compensation, set aside, the mall management has not even fulfilled the promise of paying the medical expenses of their negligence.

This is the last letter as far as personal communication is concerned. If the response does not turn out within a week, this would assume a legal face. This has been discussed in the last meet itself and now considering that there is no scope for any improvement in the near future, the legal way is the road ahead. Please, avoid any bitter consequence in future.

Yours sincerely,

(Sender’s name and signature).