

Letter Writing for Class 9 to Complain about an Issue

[Your Name]
[Your Class/Grade]
[Your School Name]
[Date]

[Recipient's Name]
[Recipient's Designation, if applicable]
[Organization/School Name, if applicable]
[Address]

Subject: Complaint Regarding [Specify the Issue]

Dear [Recipient's Name],

I trust this letter finds you well. I am writing to bring to your attention a matter of concern that requires immediate action.

[Start the letter with a polite salutation and introduce the issue clearly.]

The issue at hand is [describe the problem in detail, including relevant facts and incidents]. This has [mention the impact or consequences of the issue].

[Provide any supporting evidence or details that can help in understanding the problem better.]

I have tried to [mention any steps you have taken to resolve the issue], but unfortunately, the problem persists. I believe that [state your expectations for resolution].

I kindly request your intervention to investigate and address this matter at the earliest convenience. I appreciate your prompt attention to this issue and hope for a swift resolution.

Thank you for your understanding and assistance in resolving this matter.

Sincerely,

[Your Name]