

Vigilance Complaint Letter Format - Template

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Designation/Title of the Authority]
[Vigilance Department/Committee]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Subject: Vigilance Complaint

Dear [Designation/Title of the Authority],

I am writing to formally lodge a complaint regarding [describe the incident or issue concisely].

On [mention date], [provide a brief overview of the incident, including relevant details such as location and individuals involved]. This behavior raises serious concerns about [mention the aspect of concern, such as ethics, integrity, fairness, etc.].

I request a thorough investigation into this matter to ensure transparency and accountability within our organization. It is imperative that appropriate action is taken to address the issue and prevent any recurrence in the future.

I am willing to cooperate fully and provide any additional information or assistance necessary for the investigation.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]