

I'm not robot!

16 March 2020

Dear Parents

COVID-19

We have noted the measures announced by the President and they align with the intentions of the Group to reduce contact between people in our community for a period. As such we will suspend all school activities at our schools from Wednesday alongside the state schools until after the Easter long weekend.

For those of you who have your children boarding with us the school will be in touch with you during the course of the day to discuss this additional complexity for you.

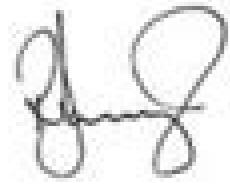
In the next few days, we will communicate how we will support teaching and learning and what our arrangements will be to ensure that the educational programme for our students is able to continue.

Please ensure your contact details on STASY are up to date.

The well being of your children, you and our staff are our priorities while we seek also to ensure that this national situation does not have a greater impact on the education of the students than unavoidable.

A full plan will follow.

Yours sincerely



Roy Douglas
Group CEO

Enriching Human Capital

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(*Non executive)
Acting Group Company Secretary: JOR Desch

Dear Sir/Madam,
We are pleased to inform you that your order for 30 boxes of electronic hand mixers has been received and is being processed. The delivery date is currently expected to be 22nd January 2008. We will contact you again once the goods have been shipped.
If you have any queries, please contact our Customer Service Department on 011 676 8000.
Thank you for your order.
Yours faithfully,
Ruth Patty,
Consumer Service Department,
Swachi Electronics,
2568 Dent Avenue,
Jefferson City, Missouri 66997.
December 4, 2007

Consumer Service Department,

Swachi Electronics,

2568 Dent Avenue,

Jefferson City, Missouri 66997.

December 4, 2007

Dear sir/Madam,

Re: Broken electronic hand mixers – receipt number 5168, delivery note 115

On the 22nd of January 2008 you delivered a consignment to Home Care Electronics with delivery note number 115. This consignment included 30 boxes of electronic hand mixers and was delivered by your employee called Phillip Alston.

I would like to bring to your attention the fact that of the 30 boxes, 9 were broken. This could be due to mishandling by your staff members.

I have already paid for the products as evidenced by receipt number 5168. I request that you either refund the payment or replace the damaged items as soon as possible. I will be as flexible as I can so as to reach a suitable agreement.

Your company has been my main supplier of electronics for the past 2 years and I am confident that you will rectify this problem.

Yours faithfully

Ruth Patty.

Date _____

To _____

Recipient Name
Street Address, City, ST ZIP Code

Dear Recipient Name,

My son is a student of class 8 in your school. He has been in this school since his elementary level. Not only is he a student in your school but he is also residing in the hostel. We visit him every month and he seem to be very happy with the facilities he is enjoying. But during our recent visit, he complained regarding the quality of food that he gets. The meals are not fresh, and the quantity is not enough. The diet chart is not followed by the kitchen staff and the students are getting the same meals every day. My son has started to skip his meals for this reason and I can see that affecting his health too.

He was telling me about this new management which doesn't seems to be very competent. The rooms are not maintained well, and cleaning is not done properly. Food and cleanliness are the necessities of life and should not be ignored at any cost. This can reflect badly on a student's performance. Please pay attention to these neglected areas and improve the quality of food. I would love to have a quick chat with you. The best number to contact me is [Contact]. I am looking forward to the change before our next visit.

With thanks,

Name Here
Your Title

[Phone] ☎
[Email] ✉
doxhub.org
[Street Address, City, State, Zip Code] 📍

Formal complaint letter template

Put your complaint in writing to the lawyer or law firm concerned. Clearly write 'Formal complaint' at the top of your letter and keep a copy (see the example we have suggested in the letter template below). Keep copies of everything, including any replies you get.

Name of the person you are writing to
Name of the law firm
Building number and street name
Town
County
Postcode

Your name
House/ flat/ building number and street name
Town
County
Postcode
Your telephone number
Today's date

Formal complaint against [name of lawyer or law firm]

Dear Mr/Ms/Ms [name of the law firm contact]

I am writing to make a formal complaint against [name of lawyer]. My complaint is that they failed to provide me with a satisfactory service when

- describe what the lawyer had been hired to do for you [for example dealing with the sale or purchase of a house]
- say when this was [give the date or dates when the problem occurred].

My complaint is that [it is what you think went wrong or wasn't done properly. Be as clear as you can. It can help to make it short and to the point]...

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continued on next page



Write a letter of complaint to your principal. Write a letter of complaint to the school authority. Write a formal letter of complaint. Write a letter of complaint to your school principal.

Post navigation Best Spoken English Classes In Hadapsar Pune 2022Best Digital Marketing Courses In Pune, India 2022 (Updated August 2022) Complaint Letter for Class 10 - Learn How to Write a Complaint Letter? See Format, Topics and Samples,Various Important Topics we discuss in this articleWhat is a Complaint Letter?Complaint Letter - because of which the problem doesn't get the attention it deserves, and hence, negligence increases. Related - Report Writing, Format, Sample, Topics and Examples The most common way to address such problems and to make sure that your raised voice is heard is to write a letter to the concerned authorities. Sometimes, the associated organization may not be aware of the troublesome issues which makes it the crying need of time to report them.A Complaint Letter is a type of letter written to address any type of wrong-doing, offense, grievance, resentment arising out of a product, service, etc. It is used to raise your concern about unfair things and seek a productive outcome. It is a fundamental right and duty of a citizen to seek justice arising out of any injustice, and the first step toward it is, filing a Complaint. It inspires other troubled consumers, influences the concerned authorities to take proper action, and makes the defaulters more liable, responsible, and responsive. It can be of the following types-Personal Complaint letter- The type of complaint letter you write on your own individual level pertaining to your individual grievances is referred to as a personal complaint letter.Professional Complaint letter- It is the type of complaint letter that is written on behalf of the organization pertaining to issues that are affecting the organization as a whole. Top Different Complaint Letter TopicsIncomplete or defective orderAbnormal delay in sending the consignmentThe goods arrive in a damaged conditionThe goods are different from what was orderedQuantity of goods is not what was orderedGoods are delivered to the wrong addressWork undertaken is done unsatisfactorilyMisbehavior of staff or salesmanA mistake in preparing the invoiceDefective packing might lead to the damage of goods in transitMistakes in a bill or reminders for payment after the bill has been paid, etcOthers:Wrong-doing in public.Rash driving of the DTC drivers.Poor treatment of street dogsAny other. Top Related - Letter Writing, Formal Letter, Informal Letter, Format, Topics, Examples Complaint Letter Class 10 | Complaint Letter Marking schemeFORMAT (Sender's address, date, Receiver's address, subject/heading, salutation, complimentary close)1 markCONTENT4 marksACCURACY1.5 marksFLUENCY1.5 marksNOTE- No marks are awarded if the only format is given. Top Complaint Letter FormatsSENDER'S ADDRESS- The sender's address is usually put on the top left-hand corner of the page. DATE- The sender's address is followed by the date just below it, i.e. on the left side of the page. This is the date on which the letter is being written. It is to be written in expanded form. RECEIVER'S ADDRESS- Whether to write "To" above the address depends on the writer's preference. Make sure you write the title/name/position etc of the receiving official, as the first line of the address. SALUTATIONS- This is where you greet the person you are addressing the letter to. Bear in mind that it is a formal letter, so the greeting must be respectful and not too personal. The general greetings used in formal letters are "Sir" or "Madam". SUBJECT- Then we sum up the purpose of writing the letter in one line. This helps the receiver focus on the subject of the letter in one glance. It is important to underline the subject. BODY- This is the main content of the letter. It is either divided into three paragraphs or two paragraphs if the letter is briefer. The tone of the content should be formal. Do not use any offensive language. Another point to be kept in mind is that the letter should be concise and to the point. And always be respectful and considerate in your language. It should include-Short introduction paragraph- Provide details about the product or service that is the subject of the complaint. Include dates, location, and the specifications about the item or service.State the issue with item or service. Provide details as to the cause. This may include malfunction, billing issues, details that were not disclosed, etc.Indicate how you would like them to resolve your problem. Provide specifics about what you're seeking.Indicate you are including copies of the transaction document.Indicate you look forward to their reply within a specific time period.Indicate that they can contact you about the issue and provide your contact detailsCOMPLIMENTARY CLOSE- At the end of your letter, we write a complimentary closing. The words "Yours Faithfully" or "Yours Sincerely" are used. SIGNATURE- Here finally you sign your name. And then write your name in block letters beneath the signature followed by your designation. This is how the recipient will know who is sending the letter. Top Related - Notice Writing Format - How to write a Notice? Complaint Letter Writing Tips Although the motive of the complaint letter is to vent out your grievance and frustration, it is imperative that you use a tone that is polite and simple. Try to be formal and avoid using offensive and disrespectful words.Make sure that you introduce yourself properly.The purpose of writing should be loud and clear.Do not deviate from the topic and write to-the-point.Make sure you adhere to the format as it carries marks.Underline the subject of the letter with a pencil. Also, underlining the main points is very important, but it is advisable that you do it after finishing your exam. Use a pencil and scale for underlining.Make sure you double-check for grammatical accuracy and spellings. They carry marks.Leave an adequate number of lines between paragraphs to make it look clean.The presentation is very important.Read a lot of letters to get an idea. Top Related - Informal Letter, Format, Topics, Sample, Examples Complaint Letter Examples | Complaint Letter SamplesQUESTION: Write a letter to M/s. Oxford Publishing House, London complaining that the books sent by them were not those you had ordered for. Ask for a replacement. You are Varun Joshi, Sector-20, Chandigarh.Answer: Examination Hall Sector-20, Chandigarh February 20, 2021 M/s. Oxford Publishing House Consumer Complaint Division London Subject- Complaint regarding receipt of wrong set of books.Sir/Madam On February 1, 2021 I bought a book set (Order No. 000154) to be delivered to Chandigarh, Sector-20. To my dismay, I have not received the set I ordered for and have instead, received the wrong book set. I am highly disappointed. To resolve the problem, I would appreciate it if you could replace the wrong book set with the one originally ordered. Please let me know as soon as possible what action you propose to take.I look forward to hearing from you within the next ten days. Enclosed are copies of the transaction document and the receipt. I look forward to your reply and a resolution to my problem and will wait until the aforementioned time before seeking help from a consumer protection agency or the Better Business Bureau. Please contact me at the above address or by phone at 098100XXXX. Sincerely, Varun Joshi Enclosure(s)- Copy of receipt and transaction docs.QUESTION: You are Sanjeet of 122, Arjun Nagar, New Delhi. A number of scooters and cars are parked in your locality without any order, causing blockage of the streets. Write a letter to the local Secretary of the Resident's Association complaining against this problem.Answer: 122, Arjun Nagar New Delhi February 20, 2021 Secretary Resident's Association New Delhi Sir Subject- Complaint regarding the issue of bad parking habits in the locality. I would like to draw your attention to the bad parking habits of residents in our locality. It is resulting in a lot of chaos and no place for parking for those who come back late. Despite defining the area assigned to each vehicle, cars are parked amidst two parking spots. One vehicle occupies the space for 2-3 vehicles leading to mismanagement. Two-wheelers are placed nowhere near the allotted zone. This creates problems for other people as they have to then spend a lot of time finding parking spots in other localities. It induces frustration and tension for the safety of vehicles. Various notices and warnings have been given to the rule-violators, but to our dismay, no betterment can be seen. I request you to take strict action as this is leading to fights between the residents. Effective and speedy action is expected considering the depth of the situation. Yours Sincerely Sanjeet A concerned citizenQUESTION: Write a letter to the in-charge of the text-books section of NCERT, New Delhi complaining about the non-availability of textbooks even one month after the beginning of the new session. You are Rohit Rana reading in St. Xavier's School, Delhi.Answer: Examination Hall St. Xavier's School Delhi March 1, 2021 North-west Supervisor NCERT Office Pitampura, Delhi Subject- Complaint regarding non-availability of textbooks. Respected Sir/Madam This is to bring to your notice that even after a month of commencement of classes; the latest NCERT textbooks are not available at any bookstore. Students have to attend school without textbooks. Some are borrowing the older versions of their seniors with the out-dated syllabus. This is resulting in problems in learning and understanding. The lectures teachers are delivering are not having an effective impact on the students. Books play an important part in learning and Sir/Madam; I hope you understand the intensity of the situation. I request you to undertake quick action in making the books available as soon as possible. I hope my complaint does not fall on deaf ears. Yours Sincerely Rohit Rana Learn More1. Article writing2. Debate writing3. speech writing4. Report writingQUESTION: Write a letter to M/s. H.M.T. Corporation Chandigarh, complaining that the wristwatch you recently bought from them does not function properly and ask for a replacement. You are Dipti/ Deepak Gupta, 450, Sector 20, Chandigarh.Answer: 450, Sector-20 Chandigarh March 1, 2021 M/s. H.M.T. Corporation Customer Complaint Division Chandigarh Sir/Madam Subject- Complaint regarding the functioning of the watch and its replacement On February 27, 2021, I bought a Titan Watch (Model No. 2356) worth Rs. 5500 from your store. Unfortunately, your product has not performed well. The watch doesn't work half the time despite several attempts at changing its battery. I am highly disappointed because such an act of neglect is not expected from such a renowned store. To resolve the problem, I would appreciate you changing the watch with a new fully functioning model. I have the receipt intact. Enclosed are the copies of the receipt along with the guarantee card. I look forward to your reply and a resolution to my problem and will wait until a week before seeking help from a consumer protection agency. Please contact me at the above address or by phone at 098100XXXX. Yours Sincerely Dipti/Deepak Gupta Enclosure(s): 1. Receipt 2. Guarantee cardQUESTION: Write a letter to the editor of a local daily complaining against the school-bus drivers for rash-driving and overcrowding of buses causing risk to the lives of innocent school children. You are Dipti/ Deepak, C-4C Janakpuri, New Delhi.Answer: C-4C Janakpuri New Delhi February 19, 2021 The Editor The Tribune Mahatma Gandhi Marg New Delhi Subject- Regarding reckless driving of school-bus drivers Sir/Madam Through the columns of your esteemed newspaper, I wish to draw the attention of the concerned authorities towards the grave issue of rash driving being done by school bus drivers that pose a threat to the lives of innocent school children and trespassers. Driving in a zigzag manner on packed roads, crossing speed-limits, not following traffic lights has become very common. Despite such strict regulations regarding speed, none of these drivers seem to follow them. This shows that there is a lack of implementation. This is a menace to other road users as the bus drivers that drive at high speed might crush down whoever comes in their way. By addressing this issue, it is hoped that public awareness of the dangers of reckless driving can be raised. It is also time for the traffic authorities to take Stronger measures against reckless drivers, which include levying heavy fines and forfeiting their licenses if they are found guilty of breaching the traffic rules. Yours Sincerely Dipti/Deepak Top Also See -1. Letter to the editor2. Letter to the Government3. Letter to the police4. Application for School/College leaving Certificate5. Order letter6. Complaint letter7. Enquiry letter8. Business letter9. Application letter for job10. Letter to the Bank manager11. Invitation letter12. Resignation letter13. Leave application for school, College, Office Samples14. Leave Application for marriage15. 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