

Official Letter Example “Write a letter to Postmaster General for complaining” Complete Official Letter for all classes.

Malviya Nagar,

New Delhi.

August 4, 20....

To

The Postmaster General,

Delhi.

Sir,

About five weeks ago, I sent a money order for Rs.500/- to my younger brother Mr. Rajiv Malhotra, 36, Green Park, Kanpur. He is a student at Santa Maria Institute of Technology there. It is over a month now and my brother writes that he has not received the amount. I have enquired several times from the post office, but no proper answer was ever given to me.

It seems that the M.O. has been delivered to a wrong person or it has been sent to some wrong destination. The address was written legibly on the money order form. It is a pity that postal service in India is so disgusting. I request you to make proper inquiries and let me know the fate of the money order. The number of the M.O. receipt is 5723 dated 15th June and it carries the stamp of the New Delhi Post office.

I shall be grateful if you kindly look into the matter at your earliest.

Yours faithfully,

Sandeep Malhotra.