

**Official Letter Example “letter to Station Master against the loss of a railway parcel” Complete Official Letter for all classes.**

To

The Station Master,

ABC City.

Subject: Loss of a Railway Parcel

Sir,

I sent a railway parcel containing some woolen clothes on November 4, 20.... vide Receipt No. NR/JGN/B-11 to Sh. S.K. Bansal, old Railway Road, Jalandhar City. I regret to point out that the parcel has not reached its destination even after two months.

The parcel was properly packed and sealed. The address was written legibly. The R.R. No. 1037 issued by your office was sent to the receiver on the same day. But he has not been able to receive the said parcel so far.

Kindly look into the matter and locate the above-mentioned parcel at the earliest possible. I shall feel highly obliged to you for this kindness.

Thanking you.

Yours faithfully,

Jeet Singh.