**COMPLAINT LETTER**

St. Xavier’s School
Delhi

March 1, 20XX

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 must 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