

SAMPLE LETTER OF COMPLAINT

H.No. 24/A
Sankat Mochan
Varanasi

12th September 2017

The Manager
Bharat Electricals
Nai Sarak
Varanasi

Subject: Complaint regarding the refrigerator purchased from your shop.

Sir,

I purchased a refrigerator from your shop on 10th Aug. the details are as follows:

Model – Godrej Eon

Capacity – 160 ltrs.

Receipt No. – ZPQ/ 47/ 1A

The freezer has stopped working. Since the refrigerator has a warranty and free service of 6months, I request you to kindly get my refrigerator repaired. It is really very unfortunate considering the reputation your shop has.

Please look into the matter at the earliest or get my refrigerator replaced.

Thanking you

Yours faithfully

XYZ.

SAMPLE INTERVIEW

NAME OF THE INTERVIEWER : AKASH

NAME OF THE GUEST : Mr. Balraj Singh

INTERVIEWER : I am Akash, your host for today's show and with me is none other than, Mr. Balraj Singh, a great personality who has taken the responsibility to protect animals.

Welcome Sir, please tell us something about your animal home.

Mr. Balraj : Thank you Akash and hello to our viewers. My animal home, called 'Suraksha', is located outside this city and there are many different kinds of animals and birds in it.

INTERVIEWER: Which type of animals do you keep there?

Mr. Balraj : There are basically stray animals overthere. It includes cows, buffaloes, dogs, birds etc.

INTERVIEWER: How many animals are there?

Mr. Balraj : 500

INTERVIEWER: how are they taken care of?

Mr. Balraj : We look after their hygiene, food, medical care regularly. People can even adopt them if they want to. The money thus earned is utilized in the running the animal house.

INTERVIEWER: That's really great Mr. Balraj. You are doing a noble job. We really wish you and your team all the very best.

Mr. Balraj : Thank you