

Format of complaint letter

Drag and drop the colored boxes into the spaces below to form a complete complaint letter

2. The loss of life and property is incalculable. People have become homeless. But no help from any quarters has come so far. Nobody has come to survey the area. Some social organizations are trying to help the flood-affected people. We urgently need the help of the administration. The district administration should send relief parties with food-stuff and medicines. I hope you will give this task a top priority.

Answer options:

Yours faithfully,

3 March 2022

Thank you.

The Deputy Commissioner,
Johor Bahru City Council,
Peti Surat 232,
Jalan Dato Onn,
80720 Johor Bahru,
Johor.



(AHMAD MUSTAFFA)

I am writing on behalf of the residents of Taman Dato Onn, Johor Bahru. I wish to inform you of the flood situation in our town. There has been continuous rain for the last one week. This has led to heavy floods in the area. The crops are totally under water. The houses in low lying areas are filled with water. The water supply and electricity have totally failed. The roads are lying in a bad shape.

Ahmad Mustaffa,
45, Jalan Serantau 9,
Taman Dato Onn,
81750 Pasir Gudang,
Johor.

Dear Sir,

Urgent need of help due to heavy flood