

# [Dear reason best known to you. i](https://assignbuster.com/dear-reason-best-known-to-you-i/)

Dear Sir, I applied for a new telephone connection for installation at my above residential address on your prescribed application form which was registered vides your registration No. \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_ (Date). I regret to inform you that although more than two months have already elapsed no action has yet been taken by your department for installation of the telephone connection for which I have been facing immense problem. As I understand it does not take more than \_\_\_\_\_\_\_\_\_\_\_\_ (Days) to install new telephone connection after the application is made under any circumstances, but in the instance case it has been delayed abnormally for the reason best known to you.

I would, therefore, request you to enquire into the matter personally as to where my application has been struck off and arrange immediate installation of telephone connection, as already applied for. I am confident; I will not be given any opportunity to remind you again on the subject. Thanking you, Yours faithfully,(Your Name)