

Sample Complaint Letter Template

Your Address

Your City, State, ZIP Code

(Your email address, if sending via email)

Date

Name of Contact Person *(if available)*

Title *(if available)*

Company Name

Consumer Complaint Division *(if you have no specific contact)*

Street Address

City, State, ZIP Code

Dear Contact Person or Organization Name):

Re: *(account number, if applicable)*

On (date), I (bought, leased, rented, or had repaired) a (name of the product, with serial or model number, or service performed) at (location and other important details of the transaction).

Unfortunately, your (product or service) has not performed well (or the service was inadequate) because (state the problem). I am disappointed because (explain the problem: for example, the product does not work properly; the service was not performed correctly; I was billed the wrong amount; something was not disclosed clearly or was misrepresented; etc.).

To resolve the problem, I would appreciate your (state the specific action you want: money refunded, charge card credit, repair, exchange, etc.). Enclosed are copies (do not send originals) of my records (include receipts, guarantees, warranties, canceled checks, contracts, model and serial numbers, and any other documents).

I look forward to your reply and a resolution to my problem and will wait until (set a time limit) before seeking help from a consumer protection agency or the Better Business Bureau. Please contact me at the above address or by phone at (home and/or office numbers with area code).

Sincerely,

Your name

Enclosure(s)

How To Write A Complaint Letter About A Coworker

Paul Falcone



How To Write A Complaint Letter About A Coworker:

101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear, fair and most importantly legal. Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say. Revised to reflect the latest developments in employment law the third edition of *101 Sample Write Ups for Documenting Employee Performance Problems* includes expertly crafted easily customizable write ups that address sexual harassment, absenteeism, insubordination, drug or alcohol abuse, substandard work, email and phone misuse, teamwork issues, managerial misconduct, confidentiality breaches, social media abuse and more. With each sample document also including a performance improvement plan, outcomes and consequences and a section of employee rebuttal it's easy to see why over 100,000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues.

The AMA Handbook of Business Writing Kevin Wilson, Jennifer Wauson, 2010-08-04 This invaluable resource gives you quick accessible guidelines to the entire writing process from using correct grammar and style to formatting your document for clarity to writing effectively for a target audience. When it comes to writing do you know how many businesspeople are just winging it? It clearly shows in sloppy grammar, incomprehensible language, poorly structured documents, shoddy research and downright ugly formatting. Whether it's a simple business letter or a hefty annual report, poor writing looks bad for the organization and it really looks bad for the person producing it. This is a remarkably comprehensive reference and remarkably easy to pinpoint the information you need to complete any writing project such as annual reports, newsletters, press releases, business plans, grant proposals, training manuals, PowerPoint presentations or any piece of formal correspondence. The AMA Handbook of Business Writing is designed for businesspeople of every stripe from marketing managers to human resources directors, from technical writers to public relations professionals, from administrative assistants to sales managers. This helpful guide is a complete A to Z reference on everything you need to produce top quality documents. Offering the expansive breadth of information found in *The Chicago Manual of Style* but without the excessive detail and complexity you'll find here more than 600 pages of instantly accessible, thoroughly useful information for getting any job done. With examples and cross references throughout, *The AMA Handbook of Business Writing* is an indispensable desktop reference for every business professional.

The AMA Handbook of Business Documents Kevin Wilson, Jennifer Wauson, 2011-05-10 From business plans and sales presentations to newsletters and email marketing, *The AMA Handbook of Business Documents* gives readers the tips, tricks and specific words they need to make their company come across on page or screen in a way that leads to its success. This versatile guide to preparing first class written pieces provides readers with dozens of sample documents and practical tips to give them a

strategic and creative advantage when crafting proposals memos emails press releases collection letters speeches reports sales letters policies and procedures warning letters announcements and much more You ll learn about the various types of business documents and the parts of a document that spell either big success or big trouble Suited equally to executives entrepreneurs managers administrative staff and anyone else charged with putting a business s intentions into words this handy guide will forever transform the way you communicate your company s identity products services and strengths in written communication *Classified Index of National Labor Relations Board Decisions and Related Court Decisions* ,2009

The Essential Guide to Workplace Investigations Lisa Guerin,2025-06-01 Learn how to conduct a complete and fair workplace investigation Workplace complaints carry serious legal and financial risks to a company so it s essential to act fast when you receive an employee complaint But an ineffective or poorly handled investigation can land your company in even more trouble than not performing one at all It s more important than ever to ensure your investigation is complete impartial and timely The Essential Guide to Workplace Investigations shows you how to legally and successfully investigate and resolve any type of complaint or problem It covers common issues such as harassment discrimination violence drug and alcohol use and theft The book guides you through each step of an effective investigation including deciding whether to investigate planning an investigation interviewing witnesses gathering and evaluating evidence documenting the investigation and more

Technical Writing Sharon J. Gerson,Steven M. Gerson,2000 For courses in Technical Writing Business Communication and Professional Writing Technical Writing Process and Product guides students through the entire writing process prewriting writing and rewriting developing an easy to use step by step technique for writing the types of documents they ll encounter on the job The authors student friendly style engages students in the writing process and encourages hands on application as well as discussions about ethics audience identification electronic communication and the role of technical writing in the workplace **E-Writing** Dianna Booher,2001-07-19 Are you guilty of e mail trigger finger Do you constantly cc people you never even see What are today s rules for conducting business over the Internet Now The Elements of Style meets the Miss Manners of memos in the ultimate writing guide for the digital age In an era when written communication in the workplace is more crucial than ever at a time when many professionals all but completely eschew face to face dealings E writing is poised to become the new bible of business writing Accessible and inviting this Web savvy how to book promises to transform anxious e mail hacks and mediocre memo writers into eloquent electronic scribes in no time at all Inside you will learn how to combat counterproductive e mail habits write authoritatively and persuasively with a clear message that generates quick action handle e mail and letter correspondence efficiently and effectively select an appropriate style for the audience you re addressing heighten your professional image self confidence and career prospects Practicing what she preaches award winning communicator and bestselling author Dianna Booher writes in a refreshingly straightforward style and has organized E writing to make on the spot referencing a snap Keep it handy refer to it often and your online mailbox

will never be the same again **How to Write Successful Letters of Recommendation** Kimberly Sarmiento, 2014-12-22

Letters of recommendation are a part of every standard school or job application. As an employer, professor, colleague, peer, or friend, chances are that at one point or another you will be asked to put a person on paper and every word counts. How to Write Successful Letters of Recommendation is your one stop source for painting the perfect picture in just one short letter. You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend, colleague, or student accepted or hired. The most effective letters of recommendation are accurate, succinct, descriptive, and powerful and include realistic evaluations of performance and capability. With ideas about how to start your letter and topics to include, this complete guide will teach you how to do just that as you construct the perfect letter from start to finish. Outlined in ten easy steps, this complete guide gives you the tools you need to write reference letters that your employees, colleagues, students, and friends will appreciate. This book is filled with tips and tricks for personalizing the letter and making your friend, student, employee, or coworker shine. With a word bank of powerful phrases and descriptive words, you'll have everything you need to make your letter stand out at your fingertips. Sample letters of recommendation are also included along with explanations of why each one is effective and tips for replicating these letters in just minutes. You will learn about the different types of recommendation letters from employment to academic to volunteer and how to direct your letter to the appropriate audience. You'll even learn what to do if someone you haven't worked with closely asks you to be a reference or how to deal with being asked for hundreds of recommendations at once. This exhaustively researched book will even teach you how to politely avoid writing letters for those people you aren't quite comfortable recommending. The Companion CD ROM is filled with templates, examples, word banks, and worksheets so that you can easily learn to verify, experience, confirm, competence, build credibility, and bolster confidence with just a simple letter. A recommendation is more than just a letter; it's often make or break in a candidate's application for school, volunteering, or employment. With the step-by-step instructions and writing guidelines in this book, you will learn how to write introductions, opening statements, the body including a well-written, vivid assessment of character and work ethic, and a strong conclusion. This new book will also teach you how to appropriately sign your letter and will provide you with tips of re-reading and editing it to make sure you gave an effective recommendation. We spent hundreds of hours interviewing high school teachers, college professors, employers, and more who have nailed the art of composing effective communications. With **How to Write Successful Letters of Recommendation**, your employees, colleagues, students, and friends will see you as their go-to source to helping them succeed in their next big venture.

The Habits of Unity: 12 Months to a Stronger America...One Citizen at a Time Elaine Parke, MBA, CS, CM, NSA, 2021-08-27

America has almost never been more divided. Author Elaine Parke, MBA, CS, CM, NSA, believes the core problem is that our founders created a Bill of Rights but failed to write a Bill of Responsibilities. To be a healthy nation, citizens as individuals must also unite around the daily practice of democratic ideals. This doesn't mean we all think alike. It

does mean we treat others equally and with dignity respect and kindness The Habits of Unity 12 Months to a Stronger America One Citizen at a Time is a one minute a day action guide to a better life and a more empowered citizenship Each

Coworker's Secret Baby Rachel Foster, He doesn't know what it is about her but Trey intrigued by his coworker Ella She's beautiful fun and intelligent He lets his feelings get the best of him when he hooks up with her over their lunch break one day Now their company has made budget cuts and Ella loses her job because of her seniority rank A fight with Trey makes her feel like he doesn't want anything to do with her Now it's 7 months later and Ella bumps into Trey He looks at her and notices the obvious belly She doesn't say much to him but tells him she's sorry Plagued by trust issues because of his past relationships Trey has to decide if he can commit to Ella in the way that she needs Desperate for someone to take care of her Ella will have to first learn what is best for herself Can Trey and Ella overcome their own personal struggles or will the hidden pregnancy make them go their separate ways

How To Write A Complaint Letter About A Coworker Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has be more evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **How To Write A Complaint Letter About A Coworker**, a literary masterpiece that delves deep in to the significance of words and their effect on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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