

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

Ying-Ying Zheng



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