TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Complaint Letter

Dear **[NAME]**

I, **[NAME]** , would like to file a complaint about the**[PRODUCT NAME]**  provided by your company. The **[PRODUCT NAME]**  hasn’t been working properly for the past **[#]** week **[FAULT]**.

Since I work from home, I’m not able to do any of my work because of **[FAULT]**. I have raised the complaint so many times, but I haven’t received any resolution yet.

I request you to please resolve this issue on a priority basis or else I’d have to stop using your services. Also, I’m not going to pay for the connection until and unless the problem is resolved.

Regards,