TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Complaint Letter

Dear **[NAME]**

This letter is to bring to your notice concerning the purchase of spoiled goods on **[DATE]**.

At the point of purchase, I was assured the goods would be fresh upon arrival. Instead, they were delivered spoiled. I have attached a photo as well as the delivery receipt.

I would love for you to investigate this matter, and either refund my purchase or send out another supply.

Thank you for attending to the above matter. Do feel free to contact me at any time **[PHONE NO].**

Sincerely,