**COMPLAINT LETTER**

Subject: **[short description of your complaint]**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear **[title]**:

I wish to complain about \_\_\_\_ **[name of product or service, with serial number or account number]** that I purchased on \_\_\_\_ **[date and location of transaction].**

I am complaining because \_\_\_\_ **[the reason you are dissatisfied].** To resolve this problem, I would like you to \_\_\_\_ **[what you want the business to do].**

When I first learned of this problem, I contacted \_\_\_\_ **[name of the person, date of the call]** at your company, and was told that nothing could be done about my problem. I believe that this response is unfair because \_\_\_\_ **[the reason you feel the company has an obligation to you].** I would like a written statement explaining your company’s position and what you will do about my complaint.

I look forward to hearing from you as soon as possible to resolve this problem. If I do not hear from you within \_\_\_\_ days, I will file complaints with the appropriate consumer agencies and consider my legal alternatives.

I am attaching copies of my receipt or \_\_\_\_\_\_\_\_\_\_\_ **[other proof of payment or documentation of complaint].**

You may contact me at my email **[email address]** or call me at **[phone numberr].**

Sincerely,

**[Your full name]**