**COMPLAINT LETTER**

Peter Burke

5 Allen Avenue,

Maryland, CA 34555

October 7, 20XX

Keri Hillson

Manager

Mansard Manufacturing

14 Bing Street.

Maryland, CA 34555

Re: Purchase of spoiled goods

Dear Miss Hillson:

This letter is to bring to your notice concerning the purchase of spoiled goods on October 5, 20XX.

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 look into 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: 555-6868; peterburke@hotmail.com.

Sincerely,

Peter Burke