
Official Letter to a Company

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]


Subject: [Briefly State the Purpose of the Letter]

Dear [Mr./Ms.] [Last Name],

I am writing to you regarding [briefly state the purpose of your letter, such as a request for information, a proposal for services, a complaint about a product or service, etc.].

[In the body of the letter, provide a detailed explanation of the situation or your request. Include relevant details such as specific product names, dates of transactions, previous interactions, or any pertinent documentation. This section should be clear and to the point, focusing on the facts necessary for understanding the context and your needs.]

I would appreciate your prompt attention to [state specifically what resolution or response you expect, such as a refund, an exchange, further information, etc.]. I believe



that [mention any potential benefits or reasons why the company should consider your request favorably, if applicable].

Please feel free to contact me at your earliest convenience at [your phone number] or [your email address]. I am looking forward to your prompt response and am eager to resolve this matter amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]