
Complaint Letter to a Company

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Customer Service Manager"],

I am writing to express my dissatisfaction with [describe the product or service, including any relevant serial or model numbers, or service performed] that I purchased on [purchase date] at [location, if applicable].

Despite my expectations for the quality and service promised by your company, I have encountered several problems with the product/service, which include the following:

- [Detail problem #1, e.g., "The product does not operate as advertised."]
- [Detail problem #2, e.g., "I have made multiple attempts to resolve this issue through your customer service with no success."]
- [Add more details if necessary].

This issue has not only caused frustration but has also [mention any additional impacts, e.g., "led to significant inconvenience and additional expenses"]. I had expected a much higher standard of service from a reputed company like yours.

Therefore, I request [mention your desired resolution, e.g., a full refund, exchange, repair, etc.] to rectify this issue promptly. I believe this resolution will uphold the reputation of your company for future customers and myself.

Please respond to my complaint within [mention a time frame, e.g., "10 business days"] of receiving this letter. I am looking forward to your reply and a resolution to my problem. I can be reached at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]