

FORMAL LETTER – LETTER OF COMPLAINT [FORMAT]

{Your Own FULL Name}

{Your Address}

{Today's Date}

{Name of Contact Person, if available}

{Title of Contact Person}

{Company Name}

{Company Address}

Dear {Contact Person's Name} **{if name is NOT known, write Dear Sir/Madam}**

Re: **{subject heading}**

{State what you purchased, when and where. State something positive about the company, product or experience}

{State ALL the problems you encountered. ELABORATE in detail}

{State what EXACTLY are the things you would like the company to do for you. Give a DEADLINE for these actions to happen}

I look forward to your reply.

Yours sincerely **{if name is NOT known, write Yours faithfully}**

{Your signature}

{Your FULL Name}