

Sample complaint letter

Your name
Your address
Your city, state, zip code

Date

Contact Person (if available)
Title (if available)
Company name
Company address
Company city, state, zip code

Replace the purple text with your own information

Re: account number, if applicable

Dear Contact Person:

On **date**, I bought/leased/rented/had repaired a product and **model number** at **location**. Unfortunately, I have not been satisfied because **state problem**. To resolve this problem, I would like your company to **state action you want taken**.
Enclosed are copies of my records.

Do not send originals

I look forward to your prompt reply and a resolution to my complaint. You may contact me at the address listed above or by telephone at **number with area code**.

Thank you for your assistance and cooperation in this matter.

Sincerely,
Your signature
Your name

Enclosure(s) [Attach copies of all relevant records]

cc: List names of those receiving copies of this complaint letter if applicable