

Sample Complaint Letter

(Your address)
(Your City, State, ZIP Code)
(Date)

(Name of Contact Person)
(Title)
(Company Name)
(Street Address)
(City, State, ZIP Code)

Dear (Contact Person):

Last week, I purchased (or had repaired) a (name of the product with serial or model number or service performed). I made this purchase at (location, date, and other important details of the transaction).

Unfortunately, your product (or service) has not performed satisfactorily (or the service was inadequate) because (state the problem).

Therefore, to solve the problem, I would appreciate your (state the specific action you want.) Enclosed are copies (copies – NOT originals) of my records (receipts, guarantees, warranties, canceled checks, contracts, model and serial numbers, and any other documents.)

I am looking forward to your reply and resolution of my problem, and will wait (set time limit) before seeking a third-party assistance. Contact me at the about address or by phone at (home, office, cell numbers – with area code).

Sincerely,

(Your name
(Your account number, if appropriate)