

**\*\*Complaint Letter Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Subject: Formal Complaint Regarding [Issue/Subject]\*\***

I am writing to formally express my dissatisfaction with [briefly describe the issue, e.g., a product/service you received, an experience you had, etc.].

**\*\*Details of the Complaint:\*\***

- **\*\*Date of Incident:\*\*** [Date]

- **\*\*Location:\*\*** [Where it occurred]

- **\*\*Order Number/Account Number:\*\*** [If applicable]

- **\*\*Description:\*\*** [Elaborate on the issue, being specific about what happened, including any relevant details or interactions with employees]

**\*\*Impact:\*\***

[Explain how the issue has affected you personally or financially, if applicable. Highlight any inconvenience, disappointment, or loss resulting from the situation.]

**\*\*Resolution Sought:\*\***

I would appreciate if you could [state what you would like to happen as a resolution; for example, a refund, replacement, apology, etc.].

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my complaint. Please feel free to contact me at [your phone number] or [your email address] for any further information.

Sincerely,

[Your Name]