

****Template 1: General Complaint Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to formally complain about [briefly describe the issue].
This has caused me [explain how it has affected you].
Despite my previous attempts to resolve this issue by [mention any
previous communication or attempts], I have not received a satisfactory
response.
I would appreciate your prompt attention to this matter and look forward
to your reply.
Thank you for your attention to this issue.
Sincerely,
[Your Name]

****Template 2: Complaint Letter for Product/Service Issue****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Company's Customer Service Department]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Subject: Complaint Regarding [Product/Service Name]
Dear Customer Service,
I am writing to express my dissatisfaction with [product/service name]
that I purchased on [purchase date]. The issue I encountered is [describe
the issue in detail].
I expected [mention your expectations], but unfortunately, my experience
has been [explain the outcome].
I kindly request that you [state the desired resolution: refund,
replacement, etc.]. I have attached [mention any supporting documents,
e.g., receipts, photos].
I hope to hear from you soon regarding this matter.
Sincerely,
[Your Name]

****Template 3: Formal Complaint to Manager****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to bring to your attention a serious issue regarding [brief description of the issue]. My experience has been extremely disappointing due to [details of the incident].

This situation is unacceptable, and I believe it warrants your immediate attention. I would appreciate any steps you could take to address this matter.

I look forward to your prompt response and a resolution to this issue.

Thank you for your understanding.

Sincerely,

[Your Name]