



Business Complaint Letter

Your Name

Address

City, State, Zip

Email Address

Phone Number

Date: 02-02-2005

Name of

Addressee Position

Name of Company

Address

City, State, Zip

Dear [Name of Addressee];

It is with extreme dissatisfaction that I am writing you this letter. I have availed a [product or service] from [name of company], and sad to say, I am not content with the product/service given to me.

This is the first time that I came across such trouble from your company, so I believe that this is a one-time event, and that it is not a representation of your company's quality. Because of this, I hope you will address this matter seriously.

Among the problems I found were as follows: [insert specific details regarding your complaint].

Due to this, I am hoping for an intervention from your good office, and sort out this issue immediately. I have already been inconvenienced enough as it is, and I want this matter to be resolved as quickly as possible. Please contact me via phone [insert phone number] or email [insert email address] so that we can discuss and resolve this issue quickly.

Thank you for your kind consideration and I look forward to hearing from you soon.

Sincerely,

[Your name and signature]