Sample Complaint Letter

Your name
Your address
Today's date

Business name and address

Dear Sir/Madam:

On (date of the contract), I purchased (rented or leased) a (product or service) from you: model xyz, at a price of...(give as much detail as possible – include model or other identifying numbers that might apply).

The purchase agreement was made at your store located at (give details about the location of the store, the person you dealt with and any particular or relevant representations made to you about the product, goods or services).

Describe the problem here.

Then state exactly what you want from the business.

I look forward to your immediate reply. You can contact me at my home telephone number at...(Conclusion: indicate that you are expecting an early response/resolution to/of your complaint and your emergency and/or other contact information.)

Yours truly,