

## Checklist for Letter of Complaint

**Instructions:** As you write your letter of complaint, check off each component to ensure it is an effective document.

Check mark	Contents of a letter of complaint
	Name, address, phone number and e-mail address
	Date written in correct form
	Name of contact person, address, company name and title/division
	Proper salutation
	Account number, if applicable
	Date of incident and any information such as name of the product, with serial or model number or service performed) at (location, date and other important details of the transaction)
	State and explain the problem
	How you want the problem to be resolved
	Enclose copies of original receipts, guarantees, warranties, canceled checks, contracts, model and serial numbers and any other documents
	Set a time limit for reply and a resolution to your problem
	Provide your current home and/or cell numbers (with area code)
	Proper complimentary close