

Template - Letter of Complaint

**Your Address
Your City, State, Zip Code
(Your e-mail if sending via e-mail)**

Date

**Name of Contact Person (if available)
Title (if available)
Company Name
Consumer Complaint Division (if you have no specific contact)
Street Address
City, State, Zip Code**

Dear (Contact Person or Organization Name):

Re: (account number, if applicable)

On (date), I (bought, leased, rented or had repaired) a (name of the product, with serial or model number or service performed) at (location, date and other important details of the transaction.)

Unfortunately, your product (or service) has not performed well (or the service was inadequate) because (state the problem). I am disappointed because (explain the problem: for example, the product does not work properly, the service was not performed correctly, I was billed the wrong amount, something was not disclosed clearly or was misrepresented.)

To resolve the problem, I would appreciate your (state the specific action you want—money back, charge card credit, repair or exchange.) Enclosed are copies (do not send originals) of my records (include receipts, guarantees, warranties, canceled checks, contracts, model and serial numbers and any other documents.)

I look forward to your reply and a resolution to my problem and will wait until (set a time limit) before seeking help from a consumer protection agency or Better Business Bureau. Please contact me at the above address or by phone at (home and/or office numbers with area code.)

Sincerely,

Your name

Enclosure(s)

Template adapted from the Federal Trade Commission at <http://www.ftc.gov>.