

COMPLAINT LETTER EXAMPLE

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Introduction

A complain letter is written to voice one's grievance against a product or service. The complainant furnishes details of purchase/service taken to concerned authorities in the organization he/she is complaining to and requests them to help him/her overcome the problem in hand.

Complaint Letter Example Tips

- Start by mentioning duration of business association.
- Briefly explain the problem you are facing currently.
- Mention authority with whom the problem has been discussed.
- Mention realistic deadline for corrective action by the other party and state the action you intend to take if the service/commitment is not fulfilled.
- End by requesting concerned authority to do needful urgently.

Sample Complaint Letter Example

From

Pamella Anderson

Berryblue Tailors

78, Hill View Complex

Texas.

To

Nile Nixon

Manager

Amyway Suppliers

Downtown Street

Texas

12September2013

Dear Mr. Nile,

I am a client of your agency for threads used in my tailoring unit for the past seven years and have made all my payments for the orders in advance.

I wish to bring to your notice that the quality of threads in general and silk threads in particular have deteriorated in the past few months. I have received many complaints from my customers about stitched clothes giving way due to poor-quality thread.

Despite reminders to your distributor, Mr. Louis; nothing seems to have been done about my complaints. The thread quality is still bad. I have received another consignment of similar threads again today. I am returning the goods to you through Mr. Louis along with the invoices.

I will wait only for ten days to receive good quality stock failing which I will be forced to end business with you.

Please look into this matter urgently and do the needful.

Thanking You,

Pamella Anderson

Complaint Letter Example Template

From

_____ (your name)

_____ (your address)

To

_____ (name of recipient)

_____ (designation)

_____ (name of organization)

_____ (address)

Date _____ (date of writing letter)

Dear Sir/Madam,

I am your client for the past ...(mention duration of association) and have been regular in my payments.

I wish to bring to your notice that ...(mention your problem in hand). Despite reminders to ...(mention concerned authority to whom the problem has been addressed to) there has been no improvement in ...(mention the service/commitment you are dissatisfied with).

I will wait till...(mention duration) failing which ...(mention action you intend to take) .

Please look into this matter urgently and do the needful.

Thanking You,

_____ (your name)

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