**Sample Complaint Letter Template**

**Your Address
Your City, State, ZIP Code**
(*Your email address, if sending via email*)

**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 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; etc.)**.

To resolve the problem, I would appreciate your **(state the specific action you want: money refunded, charge card credit, repair, exchange, etc.)**. 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 the 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)