Recipient’s Name:

Recipient’s Title:

Company’s Name:

Date:

Dear (Put the recipient’s name and title i.e. Mrs., Miss, Mr., etc. or address generally)

On (state date), I (bought, rented etc) a (name of product with model number etc) from your store in (location and other details of the transaction).

However, I am disappointed because on the very first day your (product, service etc.) stopped working and also led to short circuit in my house (give as much details of the problem as possible).

I would appreciate if you would (send customer service man/give me a refund/replace the product etc). I am enclosing a copy/copies of the (receipt, warranty card etc).

You are a reputed company and boast of great service. So I look forward to hearing from you to solve this problem. I hope I don’t have to seek help from (consumer group, solicitor etc.) and you will respond to my complaint as soon as possible.

Yours sincerely,

Name

Phone number

Address