

MODEL LETTER OF COMPLAINT

Date

John Jones
Regional Vice President
ABCD Company
500 Main Street, Suite 1000
Anywhere, USA

I regret having to write to you about an unpleasant experience I've had with your company. I prefer to contact a company only in praise of an employee or the company's actions.

Unfortunately, my situation is such that it is necessary for me to forward a complaint to you.

Give the specifics of the complaint. Say whom you've spoken with about the problem, what attempts you've made to solve it, and what specific action you would like.

I look forward to hearing from you. I hope you can respond within 30 days so that we are able to resolve this problem in a speedy fashion.

Sincerely,