

Complaint Letters

Your address Date Company address	
1. Introduction	*Briefly state WHY you are writing
2. Body	*Describe your problem. *Include all relevant details—but try not to be too wordy *Keep to the point and be polite. Avoid outright rudeness, it would not do to threaten or make the reader your enemy!
3. Close	*A short statement about the future. -This includes the compensation you want. -State the reasons why this evidence indicates you request should be granted. (It helps to explain this in terms of the recipients best interests—appeal to sense of fairness and desire for continued business, but don't threaten. You do not want to make the person your enemy!) -Try to find some way to view the problem as an honest mistake. *Include your contact details
Yours faithfully Name	