

To,

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the date]

Sub- Writing a complaint letter to a company.

Dear, [mention the name of the recipient]

To whom it may concern, I [mention your name] want to state with great regret that I want to file a complaint against [mention the name of the company] who sells [mention the product]. I purchased [mention the product] from this company a few days ago which is totally damaged.

On [mention the date] I purchased a [mention the product] from this esteemed company that is [mention the name of the company] which I found damaged so next day I went to the company to find some solution but the company's associate told me that I will not get any replacement or any refund for the same by which I got angry.

They told me that according to their terms and conditions no refund or replacement will be done if the purchase is done. They are doing unfair things to their customers which is not good. I waited there for a long period of time which is so bad. I want you to take some strict steps against them. The thing which they did is so unexpected and unethical.

I hope that you are getting my problem and will do your best to solve it as soon as possible. I hope that you will come up with some solution. Your cooperation and support is highly appreciated. If you have any queries regarding the same then kindly contact me through my contact details mentioned below. Thank you so much.

With regards, [mention the name of the sender]

[Mention the designation]

[Mention the address of the sender]

[Mention the contact details of the sender]

