

YOUR ADDRESS
YOUR CITY, STATE ZIP CODE

DATE

NAME OF CONTACT PERSON, IF AVAILABLE
TITLE, IF AVAILABLE
COMPANY NAME
CONSUMER COMPLAINT DIVISION, IF YOU HAVE NO CONTACT PERSON
STREET ADDRESS
CITY, STATE ZIP CODE

DEAR (CONTACT PERSON):

RE: (ACCOUNT NUMBER, IF APPLICABLE)

On (date), I (bought, leased, rented or had repaired) a (name of the product including serial or model number, or service performed) at (location, date 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 back, 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 home at (home and/or office numbers with the area codes and/or email address).

Sincerely,

Your Name

Enclosure(s)

cc: reference to whom you are sending a copy of this letter if anyone

KEEP ALL COPIES OF YOUR LETTER AND ALL RELATED DOCUMENTS