Letter of Complaint

Instructions: Plan and write a letter of complaint for one of the situations below. Remember to use the appropriate tone (formal/informal), language (phrases and expressions). Organize your letter in paragraphs and include all the parts of a complaint letter.

Useful language:	DOs and DON'Ts
I am writing with regard to...	DO use a formal tone.
To resolve this matter...	DON'T use contractions (I am not I'm)
I have taken up this matter with...	DO organize with paragraphs
Please contact me....	DO use the letter structure
Thank you for your prompt attention to this matter...	DO be concise, considerate, constructive and clear

Situation 1

Your neighbors / new burglar alarm / alarm gone off / neighbours away / tried to talk to them / too busy /

Write a letter of complaint to your neighbors.

Situation 2

Recently you parked your car / thought it was legal / returned / parking fine / no-parking sign behind tree /

Write a letter of complaint to your local council.

Copy and Paste Letter in the Box