

Dear ,

I wish to complain about

**(.....) that I purchased
on (.....).**

I am complaining because

**(.....). To resolve this
problem I would like you to
(.....).**

When I first learned of this problem, I contacted

**(.....) at your company, and was told that
nothing could be done about my problem. I believe that this
response is unfair I would like a written statement explaining
your company's position and what you will do about my
complaint.**

I look forward to hearing from you as soon as possible to

**resolve this problem. If I do not hear from you within
days I will file complaints with the appropriate consumer
agencies and consider my legal alternatives. I am enclosing
copies of my receipt. I may be contacted at the above address
and phone number.**

Sincerely,

(your signature)