**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)**

LIVEWORKSHEETS