

# Letter of Complaint

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Complaint Regarding Captioning Inaccuracies**

Dear [Recipient's Name],

I am writing to express my concerns regarding the inaccuracies in the captioning of your media content, specifically in the program [Program Name] aired on [Date]. As a viewer who relies on accurate captions for accessibility, I have noticed several instances where the captions do not accurately reflect the spoken dialogue.

Examples of inaccuracies include:

- [Detail 1: Description of an inaccuracy]
- [Detail 2: Description of another inaccuracy]
- [Detail 3: Description of another inaccuracy]

These errors not only hinder the viewing experience but also negatively impact those who depend on captions for understanding the content. I urge your team to review the quality of your captioning services and take necessary measures to rectify these issues.

Thank you for your attention to this important matter. I look forward to your prompt response regarding any steps you plan to take to improve caption accuracy.

Sincerely,

[Your Name]