

Complaint Resolution for Damage Incident

To: [Rental Company Name]

Address: [Rental Company Address]

Date: [Current Date]

Dear [Rental Company Contact Name],

I am writing to formally address the damage incident that occurred during my recent rental with your company, contract number [Contract Number], from [Start Date] to [End Date]. Upon returning the vehicle, I was informed of damages that, I believe, were either pre-existing or were not adequately documented.

Details of the incident include:

- Vehicle Make and Model: [Make and Model]
- Rental Agreement Number: [Agreement Number]
- Date of Incident: [Date]
- Description of Damage: [Description]

I request a thorough review of my case and the original condition of the vehicle. I have attached supporting documentation, including photographs of the vehicle taken prior to the rental end date.

I appreciate your prompt attention to this matter and look forward to your response within [Response Timeframe].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]