

# Letter of Complaint Regarding Fuel Pump Malfunction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Gas Station's Name]

[Gas Station's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally complain about a recent experience I had at your gas station located at [Gas Station Address] on [Date of Incident]. I encountered a malfunctioning fuel pump while attempting to refuel my vehicle.

During my visit, I used pump number [Pump Number] and after selecting the fuel type, the pump failed to deliver fuel. Despite following all instructions and attempting multiple times, I was unable to complete my transaction. This resulted in considerable inconvenience, as I was late for an important appointment.

I believe this issue needs immediate attention to prevent further inconvenience to your customers. I would appreciate it if you could address this problem and ensure that all fuel pumps are regularly maintained.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]