

Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the vehicle repair services I received at [Company Name] on [Date of Service].

After having my vehicle serviced for [describe the service, e.g., brake replacement, engine repairs, etc.], I have experienced multiple issues that have not only caused inconvenience but also raised concerns regarding the quality of workmanship.

Specifically, [describe the issues encountered, e.g., the brakes are still squeaking, the engine is making unusual noises, etc.]. Despite my attempts to discuss these issues with your staff, I have not received an adequate resolution.

I expect a prompt response to this letter and a resolution to the problems I have faced. A thorough re-evaluation of the repairs done is necessary, and I request a refund or a complimentary fix for the unsatisfactory work.

Thank you for your prompt attention to this matter. I hope to hear from you soon.

Sincerely,

[Your Name]