

Complaint Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction regarding the issues I have been experiencing with my vehicle, a [Make, Model, Year], which I purchased from your dealership on [Purchase Date].

Despite following the manufacturer's recommendations and bringing the vehicle in for regular maintenance, I have encountered the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These problems have not only caused inconvenience but have also raised concerns about the reliability and safety of my vehicle. I have attempted to resolve these issues by [describe any steps taken, e.g., visiting the service department], but the problems persist.

I kindly request that your dealership address these issues promptly. I would appreciate an inspection and repairs at no additional cost to me, considering the circumstances.

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

Sincerely,

[Your Name]