

Formal Complaint Regarding Defective Vehicle Performance

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

Customer Service Department
[Dealership/Company Name]
[Dealership Address]
City, State, Zip Code

Dear [Customer Service Manager's Name],

I am writing to formally lodge a complaint regarding the performance of my vehicle, a [make and model], purchased on [purchase date], which has been experiencing significant issues since [date of first issue]. Despite my attempts to resolve these issues through your service department, I have not seen a lasting solution.

The specific problems I have encountered include:

- [Describe the first issue]
- [Describe the second issue]
- [Describe any additional issues]

I have brought my vehicle to your service center on [dates of service visits], but the same problems persist. This has not only caused inconvenience but also raises concerns about the safety and reliability of my vehicle.

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

Sincerely,
[Your Name]