

# Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding misleading information that was provided to me on [specify date]. I had contacted your office regarding [subject of inquiry] and was given [describe the misleading information].

This information was not only incorrect but has caused [describe the impact, e.g., financial loss, inconvenience], which is unacceptable. I expected a higher standard of service and accuracy from [Company Name].

I urge you to investigate this matter and provide me with a correction or clarification at your earliest convenience. Additionally, I would appreciate a written response addressing my concerns.

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

Sincerely,

[Your Name]