

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the deceptive information I received from your company regarding [specific product/service]. On [date of transaction or communication], I was informed that [describe the deceptive information].

This information led me to [describe the action taken based on the deceptive information], which has resulted in [explain how it has impacted you, including any financial loss or inconvenience].

I believe that it is important for you to be aware of this issue so that necessary changes can be made to prevent further misinformation. I kindly request a full investigation into this matter and a response within [reasonable time frame].

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

Sincerely,

[Your Name]