

Complaint Letter Regarding Misleading Outdated Material

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my complaint regarding the misleading and outdated material provided by [Company/Organization Name], specifically contained in [describe the material, e.g., brochure, website, etc.].

Upon reviewing [specific details about the material], I found discrepancies that could lead to misunderstanding or misinformation among your audience. These inaccuracies are not only frustrating but potentially harmful to those seeking reliable information.

I urge you to rectify this situation by updating your materials to reflect accurate and current information. Additionally, I believe it is essential to disseminate a revised notice to those who may have been affected by the outdated information.

Thank you for your attention to this matter. I look forward to your prompt response and the actions you will take to resolve this issue.

Sincerely,

[Your Name]