

Complaint Letter Regarding Central Heating System Upgrade

Your Name

Your Address

Your City, State, Zip Code

Email Address

Date

[Recipient's Name]

[Company's Name]

[Company's Address]

[Company's City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the recent upgrade of the central heating system in my residence. The work was completed on [date of installation], and unfortunately, I have encountered several issues since the upgrade.

Firstly, [describe the first issue: e.g., the system is not heating effectively]. Secondly, [describe the second issue, if applicable: e.g., there have been unusual noises coming from the unit]. These problems have caused considerable inconvenience and discomfort for my family.

Despite following the recommended maintenance guidelines, the issues persist, leading me to believe the installation was either subpar or the equipment is defective.

I kindly request that you address these issues at your earliest convenience. I would appreciate a prompt response to this matter and would like to discuss how it can be resolved efficiently.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]