

Complaint Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address my dissatisfaction with [briefly state the service/product] that I experienced on [date of experience]. Despite my expectations, the outcome did not meet the standards anticipated based on [mention any previous positive experiences or company reputation].

Specifically, my concerns include [list specific issues, e.g., poor service, product malfunction, etc.]. This experience not only caused considerable inconvenience but also impacted my overall perception of your company.

I appreciate your attention to this matter and hope that you can offer a resolution. I would appreciate a response detailing how you intend to address this issue to restore my confidence in your brand.

Thank you for your time and understanding. I look forward to your prompt response.

Sincerely,

[Your Name]