

# Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Contact Name],

I am writing to formally express my dissatisfaction regarding the installation of solar panels at my residence, which took place on [Installation Date]. Unfortunately, I have encountered several issues that need immediate attention.

Firstly, [describe the first issue, e.g., the panels are not functioning as promised]. Additionally, [describe the second issue, e.g., there was significant damage to my roof during installation]. I have made several attempts to address these problems with your customer service team, but to no avail.

As a customer, I expected a higher level of service and quality from your company. I request that these issues be resolved promptly. I would appreciate it if you could contact me at your earliest convenience to discuss this matter.

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

Sincerely,

[Your Name]