

Formal Complaint Regarding Equipment Rental

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the equipment I rented from your company on [rental date]. The equipment, [describe equipment], was not in proper working order, leading to [explain the problems caused].

I attempted to resolve the issue by [describe any action you took, e.g., calling customer service], but unfortunately, [explain the response you received or lack of resolution]. This has caused significant disruption to my project.

I request a full refund for the rental fee and any additional compensation for the inconvenience caused. I have attached copies of my rental agreement and any relevant correspondence for your reference.

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

Sincerely,

[Your Name]