

Complaint Letter Regarding Car Rental Service

Date: [Insert Date]

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

[Recipient Name]
[Car Rental Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the service I received during my recent car rental experience with [Car Rental Company Name] on [Rental Dates].

Unfortunately, I encountered several issues, including:

- [Describe Issue #1]
- [Describe Issue #2]
- [Describe Issue #3]

These issues not only caused inconvenience but also resulted in [explain any additional negative impacts, such as financial loss or stress]. I expected a higher standard of service based on your company's reputation.

I would appreciate your prompt attention to this matter. I request a full refund of my rental charges and an explanation of how similar issues will be prevented in the future.

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

Sincerely,

[Your Name]