

Complaint Letter Regarding Equipment Malfunction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the malfunction of electrical equipment serviced by your company on [insert service date]. Despite following the provided guidelines and maintenance procedures, the equipment has not been functioning properly since the service was completed.

The specific issues encountered include:

- [Describe issue 1]
- [Describe issue 2]
- [Describe any additional issues]

I have attempted to resolve these issues by [describe any steps taken], yet the problems persist. I kindly request a prompt response to this matter and a resolution that includes a re-evaluation of the equipment.

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

Sincerely,

[Your Name]