

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Real Estate Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Real Estate Agent's Name],

I am writing to formally complain about the negligence I have experienced as a client of your agency during the recent property transaction at [Property Address].

Despite my numerous attempts to get in touch regarding the status of my purchase and express my concerns, I found that there was a lack of communication and attention to detail, which caused significant delays and unnecessary stress.

Specifically, [describe specific instances of negligence, e.g., missed deadlines, failure to respond to emails, inadequate representation]. These oversights have not only impacted my financial investment but have also diminished my trust in your services.

I kindly request that this complaint be taken seriously and that appropriate measures be undertaken to prevent such occurrences in the future. I look forward to your prompt response to this matter.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]