

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally complain about the deceptive sales tactics I encountered during my recent interaction with your company on [date]. I believe I was misled about [specific product/service details], which has caused significant inconvenience and financial loss.

On [specific date], I was approached by a sales representative who [describe the misleading information or tactic used]. Based on the information provided, I made a purchase of [specific product/service] for [amount] but soon discovered that [explain the reality of the situation].

I have attached copies of relevant documents, including receipts and any communication I had with your staff, to support my complaint. I expect a prompt investigation into this matter and a resolution that may include a refund or clarification of your sales policies.

Please respond to this complaint by [provide a date two weeks from now] so that we may resolve this issue amicably. I look forward to your swift response.

Sincerely,

Your Name

Your Contact Information