

## MODEL LETTER OF COMPLAINT

Date

John Jones  
Regional Vice President  
ABCD Company  
500 Main Street, Suite 1000  
Anywhere, USA

I regret having to write to you about an unpleasant experience I've had with your company. I prefer to contact a company only in praise of an employee or the company's actions.

Unfortunately, my situation is such that it is necessary for me to forward a complaint to you.

*Give the specifics of the complaint. Say whom you've spoken with about the problem, what attempts you've made to solve it, and what specific action you would like.*

I look forward to hearing from you. I hope you can respond within 30 days so that we are able to resolve this problem in a speedy fashion.

Sincerely,