**Date:** 00/00/0000

**Complaint Letter**

**Full Name:**

**Business Name:**

Job Title:

Address:

Contact Details:

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Sir / Madam,**

**First Paragraph**: Direct reference to the nature of complaint quoting reference of transaction/receipt number etc.

**Second Paragraph**: The kind of action solicited to rectify/replace or redeem the situation.

**Final Paragraph**: Give a suitable time-frame within which you expect the problem to be sorted out.

Thanking You,

**Write Complete Name:**

Address:

Contact: