**Write Full Name:**

**Complaint**

**letter**

Organization Name:

Designation:

Office Address:

Contact Details:

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Sir / Madam,**

I wish to bring to your notice the (nature of complaint).  The transaction details of the aforesaid are as follows, (Name of Product), (Receipt Number) (Date of Transaction). I request you to kindly take (the particular action) and replace/rectify/refund the money. (as is applicable)

I am herewith enclosing a copy of the transaction for your records and request you to attend to the complaint and take suitable action within (a particular time-frame).

**Sincerely,**

**Write you full Name:**

Address:

Contact Details: