

BE Letter of Complaint Structure Model_Business customer

Note: If the letter is sent internationally, add country names or initials

[Company Letterhead and contact information]

[Name of Recipient]

[Title]

[Company]

[Address]

[City]

County

Postcode

UK]

Name of Recipient]

[Title]

[Company]

[Address]

City, State Zip Code

USA]

[Today's Date – *if you write in on the right side, okay*]

[Subject line – tell why you are writing]

Dear [Name of Recipient], [*can also be without a comma*]

[Short introduction paragraph – Provide details about the product or service that is the subject of the complaint. Include dates, locations and the specifics about the item or service. If there is an account number, provide the number (*be careful with credit card numbers*).]

[State the issue with item or service. Provide details as to the cause. This may include malfunctions, billing issues, details that were not disclosed, etc.]

[Indicate you are including copies of the transaction documents. State the specific documents or information you are including. This may be copies of receipts, warranties, serial numbers, etc.]

[Indicate how you would like them to resolve the problem. Provide specifics about what you are seeking. This may include reimbursement, replacement, repair, etc.]

[Optional, and normally worth including: state some positive things about your normal experience with the organisation concerned, for example: that you've no wish to go elsewhere and hope that a solution can be found; compliment any of their people who have given good service; compliment their products and say that normally you are very happy with things.]

[Indicate you look forward to their reply within a specific time period (choose a reasonable time period)].

[Indicate they can contact you about the issue and provide a contact number.]

Sincerely, [*If you do not have a comma after "Dear", then no comma here.*]

Signature

[Typed Name]

[Typed Title]

[Enc. – if necessary – *you can list them if you wish, but it is not required*]