

Your Name

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Your Address

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City, State, ZIP Code

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Email Address

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Phone Number

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Date (MM/DD/YYYY)

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**To:**

Recipient Name/Title

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Company Name

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Company Address

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City, State, ZIP Code

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**Subject:**

Subject of Complaint

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**Dear [Recipient Name/Customer Service],**

Describe your complaint here. Include details such as product/service, date of purchase, order number, description of

Sincerely,

Your Signature (optional)

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Your Printed Name

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