

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date (MM/DD/YYYY)

To:

Recipient Name/Title

Company Name

Company Address

City, State, ZIP Code

Subject:

Subject of Complaint

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)

Your Printed Name