

## COMPLAINT REGARDING DEFECTIVE SERVICE

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

TO:

Dear Sir or Madam:

The purpose of this letter is to register a complaint about a service I received from you.  
The service I received is described below:

The service you provided was defective or inadequate in the following way:

I have previously complained about this problem to the person and on the date indicated below:

As of the date of this letter, no action has been taken to resolve this complaint. On the dates listed below, I have paid the following amount(s) toward the cost of this service:

I would appreciate your assistance in resolving this matter. Specifically, I request that you take the following action(s):

Please respond to this letter within \_\_\_\_ days. I look forward to hearing from you regarding this problem. Please contact the undersigned if you have questions or need additional information.

Sincerely,

\_\_\_\_\_ (Name and Address)