**Sample Consumer Complaint Letter**

**[Your Address]  
[Your City, State, Zip Code]**

**[Date]**

**[Name of Contact Person]  
[Title]  
[Company Name]  
[Street Address]  
[City, State, Zip Code]**

Dear **[Contact Person]**:

On **[date]**, I bought **[or had repaired]** a **[name of the product with the serial or model number or service performed]**. I made this purchase at **[location, date, and other important details of the transaction]**.

Unfortunately, your product has not performed well **[or the service was inadequate]** because **[state the problem]**.

To resolve the problem, I would appreciate your **[state the specific action you want]**. Enclosed are copies **[copies, not originals]** of my records **[receipts, guarantees, warranties, cancelled checks, contracts, model and serial numbers, and any other documents]** concerning this purchase/repair.

I look forward to your reply and a resolution to my problem. I will wait **[set a time limit]** before seeking third-party assistance. Please contact me at the above address or by phone **[home or office numbers with area codes]**.

Sincerely,

**[Your Name]  
[Account Number]**