

# Complaint Letter

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

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*[name and address of consumer protection office]*

To Whom It May Concern:

I wish to lodge a complaint about the following company:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of person with whom I dealt: \_\_\_\_\_

The details of my complaint are as follows *[attach additional sheets if necessary]*:

Please investigate this matter and inform me of the results.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

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Address

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Home phone

Work phone

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Email

cc:

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