

Business Complaint Letter Template Requesting Specific Resolution

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with [describe the product, service, or experience, including any relevant order/reference numbers and dates]. I have previously attempted to address this issue via [phone/email/in-person visit] on [date(s)], but unfortunately, the problem has not been resolved.

The specific issue I encountered is as follows:

[Clearly describe the problem, including relevant details such as dates, interactions, and any inconvenience caused.]

As a result of this issue, I am requesting [state the specific resolution you seek: a full refund, replacement product, repair, or other corrective action]. I believe this is a fair and reasonable outcome given the circumstances.

I have attached/enclosed [copies of receipts, photos, previous correspondence, or other supporting documents] for your reference.

I kindly request your prompt attention to this matter and look forward to your response within [reasonable time frame, e.g., 14 days]. If my concern is not addressed to my satisfaction, I may consider pursuing alternative options for resolution.

Thank you for your immediate attention to this matter. Please contact me at [your phone number/email address] should you need any further information.

Sincerely,
[Your Name]