

Sample Business Letter for Complaint with Immediate Resolution Request

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [describe the product or service, including order/invoice/reference number, if applicable] purchased/received on [date]. Unfortunately, [briefly describe the problem-e.g., the product was defective, the service was not performed as promised, etc.].

This issue has caused significant inconvenience because [explain the impact on your business or personal use]. Given the importance of [the product/service] to my operations/satisfaction, this situation has been particularly disruptive.

I kindly request that you address this matter immediately by [state the specific resolution you seek, such as a replacement, refund, or urgent service]. I expect to receive your response and a resolution no later than [specific date, typically within 5-7 business days].

Please let me know should you require any additional information to expedite the process. I trust that you value customer satisfaction and will treat this matter with utmost priority.

Thank you for your prompt attention to this serious matter. I look forward to your immediate response.

Sincerely,

[Your Name]