**LETTER TEMPLATE**

**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**To Whom It May Concern**

I have been a devoted customer of your company for the past 7 years. I am writing to complain about the unsatisfactory service that I received recently.

I ordered a **[product]** from **[store]** on **[date].** The product delivered to me is not working properly. Despite being brand new, it has **[mention the problem].**

I am very disappointed. I expect that this is dealt with as early as possible.

Sincerely,

**[Signature and name]**