**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

**To Whom It May Concern:**

I was extremely disappointed the cat poster I ordered only has three jazz-playing cats instead of the four depicted on your website. I would like a full refund and the correct poster as soon as possible.

Thank you,

Sincerely,

**[Yours Signature]**

Angela Martin