(House No. and Street name)

(Name of Place)

Date:

(Name of Recipient)

(Designation)

(Name of Company)

(Place)

Ref: (Nature of Complaint)

Dear Mr. /Ms. (Roberts),

I wish to bring to your notice the (nature of complaint).  The transaction details of the aforesaid are as follows, (Name of Product), (Receipt Number) (Date of Transaction).

I request you to kindly take (the particular action) and replace/rectify/refund the money. (as is applicable)

I am herewith enclosing a copy of the transaction for your records and request you to attend to the complaint and take suitable action within (a particular time-frame).

Thanking You,

Sincerely,

(Signature of Sender)

(Name of Sender)

Encl.: Name the enclosures.