A Complaint Letter is a form of formal communication wherein the annoyance in the senders’ mind is required to be portrayed in such a way; that the recipient of the letter is urged to find an immediate solution to the grievance which has been put forward to him or her. There are some technical aspects of the Complaint letters which are needed to be considered while drafting such a letter.

The Complaint should be written as the subject of the letter so that the recipient is made aware of the reason for the letter being drafted, the moment the letter is opened. It is advisable that the subject should be bolded. Also, the Complaint Letter should be kept short and to-the-point. One should avoid usage of rude language, even if the Complaint is desperate; since it gives an impression of an unprofessional attitude of the person drafting the Complaint Letter.