

## Final Complaint Letter about Product

**This package contains:**

1. Instructions & Checklist for Writing a Final Complaint Letter about Product
2. Final Complaint Letter about Product

## Instructions & Checklist for Final Complaint Letter about Product

- This package contains: (1) Instructions & Checklist for Final Complaint Letter about Product; and (2) Final Complaint Letter about Product.
  
- This form is designed to assist you in drafting a follow-up letter to a company advising them that, in view of their failure to respond to your previous letters, you are giving them the courtesy of this final letter, which warns you will take legal action if they do not respond this time.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

August 25, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I have not had the courtesy of a reply to two letters I have previously written to you, and am now writing to advise you that I will seek help from a public ombudsman if you continue to ignore my requests to deal with what should have been a very simple transaction.

I wrote you on [Date of 1<sup>st</sup> Letter] and again on [Date of 2<sup>nd</sup> Letter]. In both letters, I made it clear that I was extremely dissatisfied with the [Name of Product] I had purchased from you on [Date of Purchase], and even provided a lengthy explanation of why I was dissatisfied. Furthermore, in both letters I requested that you either refund the purchase price or provide a replacement of the product. (Copies of both letters are enclosed).

To date, I have received no response to either of the letters. On the slight chance that there has been a misunderstanding, or a lost letter in the pipeline somewhere, I am writing this one last time, asking that you contact me upon your receipt of this letter so that the matter can be dealt with promptly and in a professional manner. If I don't hear back from you by [Date] I will contact the ombudsman at [Local TV station] to ask for their help.

Sincerely,

[Your Name]

Enclosures