

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Complaint – General Business Practice

Dear :

I am writing to express my dissatisfaction with the service I recently received upon my visit to {name}. I had a scheduled appointment, yet I was not seen until an hour after my scheduled time. The staff was unhelpful and made no attempts in helping me with my case. In a whole, my visit to your establishment was a waste of my time. I will not be using your establishment or its services in the future, and I have also related my experience to several of my friends and colleagues.

Sincerely,

N A M E