

# What is the Format of Complaint Letter?

The letter of complaint format is a formal letter written to the concerned authority if you have any problems/ dispute/mistakes/misbehavior or any kind of complaint. The format to write the letter is given below:

Sender's Address

Date:

Receiver's Address

Subject: (Mention the reason for complaint)

Salutations (Dear/Mr./Ms.)

Body of the letter:

- Introduction
- Main reason to write the letter
- Conclusion

Closing of letter (Yours sincerely/faithfully)

Signature

## How To Write A Complaint Letter?

The tips to write the format of complaint letter are:

- Write the letter in a polite manner. Though you have a complaint regarding something and you are frustrated, but if you write the letter politely then it gives a good impression to the concerned person and chances of getting a resolution are also good.
- Always introduce yourself first at the left of the letter
- Never forget to mention the date of writing the letter
- The letter of receiver or recipient should be properly mentioned along with Pincode.
- Mention the purpose of writing a letter in the subject line
- Start the letter with a salutation or proper greeting.

- Write the first paragraph by introducing yourself, and then writing the purpose of writing the letter. It should be very loud and clear.
- In the second paragraph give a brief description of the complaint and what problems it is causing to you. Do not deviate from the main topic.
- The third paragraph should include the conclusion part, where you state the resolution for your problem.
- Close your letter by thanking the person for giving time to the letter.
- Check the grammar and spelling mistakes if any.
- You can highlight the important points in the letter, to grab the quick attention of the reader.
- Present the letter in a proper format.

## Samples of Complaint Letter

There could be many reasons to write a complaint letter. Let us see some of the samples based on different situations to get clarity of writing the complaint letter. Letter Of Complaint Examples are as follows:

### Complaint Letter for Poor Service

### Complaint Letter to Management

There are many management communities that handle different departments. Let us see a sample here to write a management authority.

### Complaint Letter to Employer about Salary

### Complaint Letter for Receiving Damaged Goods

## FAQ's on Complaint Letter Format

### Question 1.

What is a complaint letter?

### Answer:

A complaint letter is a letter written to concerned authorities if we are not satisfied with the service provided by them. These letters are usually formal in nature. Sometimes when we order a product and it is received defective then we write the letter to the related person or company, complaining about the product. Hence, appropriate action will be taken by the concerned department for the complaint raised.

### Question 2.

What are the reasons to write a complaint letter?

### Answer:

There could be many reasons for writing complaint letters such as for wrongdoing, grievance, offense,

resentment arising out of product or service, etc. It is the right of every citizen of the country to raise the complaint about unfair things happening to them and get a productive result.

**Question 3.**

What is the format of writing a complaint letter?

**Answer:**

Sender's Address

Date

Receiver's Address

Subject

Salutation

Body

Conclusion

Close the letter

## Complaint Letter for Poor Service

#3, 63rd Street

Sai Avenue

Bangalore - 29

Date: 22nd June 2020

Customer Service Manager

XYZ company

City, Pincode

State

### **Subject: Complaint Letter for Poor Service**

Mr./Ms. (Name)

My name is (\_\_\_\_\_). I am writing this letter to complain to you about the poor service provided by your company. The network you have provided was not working properly and it always caused a fluctuation, which resulted in dropping the network.

Since, I am a working person and most of my work is done from home, I am not able to finish my work because of this network issue. I have raised the complaint for the same a lot of times by calling to your customer representative, but there has been no resolution provided till yet.

I hereby request to please resolve my issue as soon as possible or else I have to stop using your service with an unsatisfactory note. Also, for this month I am not going to pay for your service unless the problem is resolved.

Yours Faithfully,

(Name)