

Your Name  
Address  
City, Postal Code

Date

Company Name (you are writing to)  
Address  
City, Postal Code

Re: what you're writing about

Attention: if writing to someone's attention

Dear Sir / Madam: (insert person's name if you know it)

Here's the problem: Be specific, state only the facts including all pertinent information such as dates; invoice or receipt numbers, specifics of the problem.

State what you believe the solution is, what it is that you require from the company. Tell the company how you want the situation resolved.

Provide the timeline that you expect to receive a response by. State what you will do if you do not hear from someone by that date. Be sure to have included your contact information.

Thank the company for their time and attention to this matter.

Sincerely

Your name