# Complaint letter factual, with a deadline, Word and PDF

The dotted lines are blanks — fill in your own details.

_____

_____

_____

_____

_____ , _____

Complaint regarding _____ — _____

Dear Sir or Madam

on _____ I obtained _____ from you. The matter is on file under _____ . The following occurred:

— _____

— _____

— _____

I ask you to _____ .

I set you a deadline of _____ days from receipt of this letter for a written reply. Failing that, I reserve further steps.

Enclosures: _____

Yours faithfully

_____