

Word bank – formal complaint letter

Dear Sir or Madam,

I am writing to complain about...

I am writing to inform you that...

I am writing to tell you about...

This happened when.....

In addition to this...

Furthermore....

I would also like to point out that...

It is my opinion that...

I expected...

I hoped...

I believed...

In addition...

How would you feel if...?

How would you respond if...?

I would like to suggest that...

To improve this situation, I think...

In conclusion...

Yours faithfully,

Yours sincerely,