

To write a formal letter of complaint

Paragraph 1: Make the reason clear why you are writing. What are you complaining about?

Paragraph 2: Add more detail about what happened, and always write WITHOUT CONTRACTIONS, no slang. Always use formal language.

Paragraph 3: Summarise your main points and ask for a refund, e.g. **I look forward to hearing from you.**

Signing off: **Yours sincerely** if you know their name / **Yours faithfully** if you don't.

Write address here.

Write date below:

Dear

Paragraph 1
I am writing to complain about _____

Paragraph 2
When I went to eat the food, _____

Paragraph 3

I would like to request a full refund _____

Yours Sincerely,
