**Second Month |** Lower Secondary

Stage (6-8)

|  |  |
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| **Name:** ……………………………………………………. | **Subject:** English / Letter of Complaint |
| **Date: / /** | **Class:** Grade 8 |
|  |  |

**Letter of Complaint**

**Study Sheet**

**Modal # 1**

**Dear [Recipients Name]  
  
I am writing to you to make a complaint about the item that I had ordered last May 7, 2009.  
  
The product that I received seemed to be what I ordered, but when taken out of the box to install it, I found that it was malfunctioning. There were also a lot of missing parts mentioned in the manual but which were not in the box with the item.  
  
Here are the details of the product that I bought, and I have attached the invoice and receipts for this transaction.  
  
I wish to ask for a replacement for the product I ordered, or if that is not possible, a refund.**

let me say how disappointed I am and how I hope you will deal with this problem quickly.

**I look forward to your response.  
Sincerely,**

**[Senders Name][Senders Title]**

**Modal # 2**



