

Sample Complaint Letter for Bad Service

Dear Mr. Hamilton

I have been a loyal customer of your stores for the past 5 years, I have time and again received great service at your mart which is one of the main reasons I shop at your store. But to my surprise, on the date of 23rd August, 2010, I was at the receiving end of some very poor service at your mart.

On the said date, I made the purchase of my weekly groceries, and headed towards the cash counter to pay for them. The person sitting at the counter, who was wearing the name tag of Jen, was talking on her cell phone. When I asked her to make the bill, she said she would do it in 5 minutes, and resumed her conversation on the phone. After a good 10 minutes, she started with her work and did it very slowly. The bill, apparently totalled up to more than I expected, so I asked her to recheck it. Instead, she talked to me very rudely, and told me that if I did not like the prices, I could take my business elsewhere.

I was appalled at such behaviour, and have a good mind to take my business elsewhere as suggested. I hope you would look into the matter, and make sure such an incident is not repeated. Your company has been known to provide good services, and such events tarnish the company name, so please address this issue soon.

Thank you for your co-operation.

Sincere Regards,

Timothy Stark

The wrong and right kind of complaint letter

The wrong kind of letter

In the following letter some of the words are in bold. Read below the letter to find out why the highlighted words are incorrectly written, which will help you to avoid common mistakes.

Dear Sir,

I am really very **disappointed** by your shop.

I recently bought a sofa and it just was not right. It was terribly made and a complete waste of money. When I went back to complain, a **shop assistant** was very **rude** to me and she said she couldn't deal with the complaint there and then. She said I should write to the manager.

I **think** that I am entitled to my money back, so what I want is a full refund or if you cannot **manage** that, a credit note for the full **ammount**. I also **want** an apology, plus an explanation of why I was treated so badly.

Thank you for your attention. Sorry to bring this matter up.

Yours sincerely,

A Citizen