

CAR COMPLAINT LETTER



{{Address Sender}}

Date : October 28, 2020

To Car Dealer:

{{Name Recipient}}

{{Address Recipient}}

Subject : {{Subject}}

Dear Sir/Madam {{Name}},

On {{date}}, I purchased a brand new {{car model and description}} (insert vehicle make, model and registration number) at your store.

Unfortunately, when driving the car I found it has not been satisfactory because (explain the problem: for example, it is leaking oil from the engine. If you have already taken the car back, state what action has been taken and what the results have been, for example, "Your mechanic inspected my vehicle and agreed to fix the problem under warranty, however, when I collected the vehicle and started using it again, the problem was still there").

I would appreciate it if you could organize to (say what you want the dealer to do, for example, have the problem fixed/use another repainer to fix the problem) by (date). As I am sure you can appreciate, I rely on my car for transport and apart from the inconvenience, this problem has also caused me to incur additional cost (I have kept the receipts as proof).

I demand {{your demands}} as well as compensation for the waste of my time and money.

I look forward to settling this matter amicably. My expectations are high; please don't disappoint me again. If, however, the matter is not satisfactorily resolved by (date), I will consider taking further action to resolve the complaint either through Consumer Protection or through the courts.

Enclosed with this letter are copies of the registration card and other related documents for your reference. Awaiting your reply and actions.

Yours sincerely,

{{Signature}}

{{Formal Name}} {{Title}}

Attached: copies of the registration card and other related documents



Sample Of Complaint Letter For Vehicle Purchased

Terry C. Jones



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