**Business Letter for complaint**

From, Willow Hunt

Ap #784-1887 Lobortis Ave Cudahy Ohio 31522

(492) 467-3131

Date: 01-05-2011

To,

Daniel Bernard

P.O. Box 567 1561 Duis Rd. Pomona TN 08609

Subject: (\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*) Dear Daniel Bernard,

I am writing this letter to express my concern regarding the problem created by your organization. I have brought up this issue with your management section. However, I would also like to put up a formal complaint about the supply of conference tables to our company on this Wednesday.

I have favored your business for more than three years, and our organizations share a valuable relationship. But on 13th April 2019, I discovered some defects in the batch of conference tables delivered to us that day. The probable reason might be due to mismanagement by your staff members.

I have attached the receipt number of my payment for this. I trust that you will find a solution and help me get my payment refunded or the item replaced at the earliest. You can connect with me via my phone number or email as per your convenience.

Sincerely, (Signature) Willow Hunt