

Word bank – formal complaint letter

Dear Sir or Madam,
I am writing to complain about...
I am writing to inform you that...
I am writing to tell you about...
This happened when.....
In addition to this...
Furthermore....
I would also like to point out that...
It is my opinion that...
I expected...
I hoped...
I believed...
In addition...
How would you feel if...?
How would you respond if...?
I would like to suggest that...
To improve this situation, I think...
In conclusion...
Yours faithfully,
Yours sincerely,