**English Writing Assignment: Letter of Complaint**

Objective:

To practice writing formal letters in English, focusing on expressing dissatisfaction or complaints in a polite and constructive manner.

Task:

Imagine you recently purchased a product or service that did not meet your expectations. You are disappointed with your experience and decide to write a letter of complaint to the company responsible.

Guidelines:

For addresses and salutation, use the guidelines your teacher gave you.

Content:

Your letter should include the following points:

* **Introduction**: Briefly state the purpose of your letter. Mention the product or service you are writing about, including any relevant details like the purchase date and place.
* **Description of the problem**: Clearly describe what went wrong with the product or service. Be specific about your expectations and how the reality differed.
* **Effect on you**: Explain how this problem has affected you. Were you inconvenienced? Did it lead to any additional expenses or losses?
* **Desired resolution**: State clearly what you would like the company to do to rectify the situation. This could be a refund, a replacement, or another form of compensation.
* **Closing**: Indicate that you look forward to their response and hope for a swift resolution to the issue.

Tips:

Be polite and respectful throughout your letter. Even though you are complaining, a courteous tone is more likely to elicit a positive response.

Use formal language and avoid slang or informal expressions.

Check your grammar and spelling before submitting your assignment.