November 1, 2007

To: Edward R. Fandlestenhopperfin  
President, Dillywopper, Inc.  
1098 Gadget Way  
Willicom, MN 80473-4385

Dear Mr. Fandlestenhopperfin,

**Activity 1.9: Writing a Letter of Complaint** This first paragraph should contain at least five complete sentences outlining who you are and the company or interest you represent. Notice that the first line is indented. I indented the line to the 3/8 inch mark on the ruler by inserting a tab at that point. Now, all my paragraphs (provided I don’t move the cursor to a different spot) will all have the indentation at the same point. Please also note that this entire letter is fully justified. Yours needs to be also. If you don’t know what that is, look at “Help.” This letter is in Semi-Block style.

This second paragraph should outline the problem or situation. Please be descriptive about the problem. Please indicate how things were and how things are now. You might also wish to stress the amount of business you have lost as a result of the problem. This paragraph needs to contain a minimum of five complete sentences.

This final paragraph should indicate what you’d like to have happen and the timeline in which you’d like the problem fixed. Also, stress whatever actions you will pursue if the company to whom you’re writing does not attempt to fix the problem. This paragraph should be at least five complete sentences in length. You might also want to state that you will be contacting them at a later date to set up a personal meeting. Please make sure you have one and a quarter inch margins on each side and one inch margins on the top and bottom. (look at the Page Setup in the Page Layout Tab) Notice that the top of the paper has a business heading and address. Your paper should have one also. Please make sure it is centered. You also need the date justified to the right of the page. You will also need to place a personage indicator. (The To: Edward... line under the heading) This indicator should have information similar to the example above. You will also need a salutation (Dear Mr/Ms ....) You also need a complimentary closing. The closing should be at the four-inch mark. Please don’t use any fancy fonts, backgrounds or colors. I suggest “Times New Roman.” The only thing that can be fancy is your letterhead. This is a business letter, not a love note.

Sincerely,

Charles Platten  
CEO, Plattelcom, Inc.