

(Date of Letter)

(Automobile Manufacturer)

(Street Address)

(City, State and Zip Code)

RE: Complaint Regarding Vehicle Manufacturer

Attn: Quality Control

Dear Quality Control:

On the _____ day of _____ (month/year), the undersigned purchased a new vehicle, manufactured by your corporation, identified as:

(describe with detail the vehicle purchased). This vehicle has not lived up to its specifications and advertising promotions for the following reason(s):

(describe reason(s) why the vehicle has not measured up to representations). Unless the problem can be corrected, arrangements need to be made for the return of the vehicle. The problems that exist and need to be rectified are as follows:

(describe problems that need to be rectified). It is my expectation that the problems will be addressed by my local dealer in a prompt, efficient and courteous manner. Kindly arrange for immediate provisions for this vehicle to be replaced or modified in order to comply with the manufacturing standards for which the vehicle was represented to be roadworthy. If you have any questions or comments relative to the foregoing, please contact the undersigned within the next ten days. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.