

(Date of Letter)

(Car Dealer)

(Street Address)

(City, State and Zip Code)

RE: Dealer Complaint-New Vehicle

Dear _____ :

On the _____ day of _____ (month/year), a new vehicle was purchased from your company. The identity of the vehicle is as follows:

(describe in detail the new vehicle purchased). This vehicle is faulty for the following reason(s):

(identify reason(s) why the vehicle is faulty).

Since this is a new vehicle, it is expected that a replacement will be provided for the undersigned, or the aforementioned difficulty will be rectified immediately. This is a serious matter that needs your immediate attention. It is my suggestion that a meeting be scheduled to review the foregoing difficulties relative to this newly-purchased vehicle. Kindly contact the undersigned within the next three days at the address and/or phone number below. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)