

Complaint about a Car Salesman

This package contains:

1. Instructions & Checklist for Writing a Complaint Letter about a Car Salesman
2. Complaint Letter about a Car Salesman

Instructions & Checklist for Complaint Letter about a Car Salesman

- This package contains: (1) Instructions & Checklist for Complaint Letter about a Car Salesman; and (2) Complaint Letter about a Car Salesman.

- This form is designed to assist you in drafting a letter to a car dealership to complain about the behavior of one of their salesmen during your recent visit to the showroom.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

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[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 7, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing about the bad experience I had at your showroom on [When, Example: Sunday of last week] with your salesman, [Name of Salesman].

[Here, write why you were dissatisfied, i.e.: *I've always bought used cars, and always from private parties, but a friend recommended your agency, saying that although you mainly deal in new cars, the used ones you offer are a good deal because they can have a warranty.*

I told the salesman I wanted to see used cars, and I could see right away he was not interested – he told me to walk around the lot and see if there was any car there I liked. I did so, and when I came back to the showroom to ask him details about a certain car, rather than providing any info about it, he tried to steer me into considering buying a new car. And he wouldn't let up, and I couldn't wait to get out of there.]

Since the friend who recommended you said that you've always had a good reputation, I thought you'd like to know you just lost a potential customer because of the obnoxious behavior of [Name of Salesman].

Cordially,

[Your Name]