

Mail Fraud Complaint Letter

This package contains:

1. Instructions & Checklist for Complaint about Suspected Mail Fraud
2. Mail Fraud Complaint Letter

Instructions & Checklist for Mail Fraud Complaint Letter

- This package contains (1) Instructions & Checklist for Complaint about Suspected Mail Fraud; and (2) Mail Fraud Complaint Letter;
- This form is designed to assist you in drafting a letter of complaint when you suspect you've been the victim of mail fraud.
- 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.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

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

November 9, 2010

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

Ref: [Account/Invoice Number]

Dear [Name of Recipient]:

I am writing in regards to a recent mail order I placed with your company.

Unfortunately, my items have not yet arrived. Despite repeated attempts to contact your company, I have not received a satisfactory response as to the status of my order. While I hate to think that your company is involved in any illegal activity, it appears that I may be the victim of mail fraud. Please issue me a refund or deliver my order immediately. I expect a response within 10 business days. Otherwise, I will report your business to the appropriate authorities.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

[Your Name]
[Title if any or delete if none]