# 投诉英语作文范文精选26篇

来源：网络 作者：梦中情人 更新时间：2024-02-11

*投诉英语作文范文 第一篇Dear Sir，I am happy that the refrigerator we ordered last week has arrived on time. But it is a great pity t...*

**投诉英语作文范文 第一篇**

Dear Sir，

I am happy that the refrigerator we ordered last week has arrived on time. But it is a great pity that we find there is something wrong with the refrigeration facilities.

After we used it for several days. we found that food stored in the refrigerating partment turned bad quickly. When we finally decided to take the temperature in it， we were surprised to find it was around 15℃， far from the standard temperture range from 0℃ to 9℃.

This problem has affected our normal life. Would you please let me know whether or not you can send a repairman as soon as possible? I hope that my problem will get your kind consideration.

Yours faithfully，

Li Ming

**投诉英语作文范文 第二篇**

Dear Manager,

Last weekend,I bought a mobile phone of your company`s on the I find out some serious quality problems of this mobile phone.

First of all,I can`t use this phone to send short messages to my family members or my friends,what is more,mobile phone doesn`t ring when I am making a call.

Secondly,this type phone has been sold who bought your company`s phone can`t find any way to exchange a new phone.

What`s more,the type of your company`s phone is more advanced than other mobilephone` in Chinathere isn`t any suitable spare part of mobile phone,we can`t get it fixed!

All in all,it is said that \_customer First\_.So you must try your best serve for your you should send a new mobile phone to me in a short `t put off your action,customers who bought your company`s phones just like me,we are angry!

Yours,

Bumanyi

**投诉英语作文范文 第三篇**

Dear manager,

I write this letter to you to make some complaints about the computer I bought in your store yesterday afternoon. There\' s something wrong with it. That makes me extremely unhappy.

The computer cannot be properly shut down when I got it back to the office. When I click the shutdown button, it seems that the machine gives no response. And I\'m so annoyed with it.

It\'s obvious that you didn\' t carefully examine the machine before you sold it. I think your store should take full responsibility for selling me the defective machine. I insist that you give me a satisfactory reply. I do want you to give back my money as soon as possible.

Sincerely yours,

Jack

**投诉英语作文范文 第四篇**

Dear boss,

Thank you for reading my letter.

Last Sunday is my classmate Mary\'s went to your restaurant so as to celebrated Mary\'s your restaurant was not good than I couldn\'t tolerate that restaurant at service was really bad and the food was most unbearable was the hygiene of the restaurant was horrible,we felt very disgusting.

We complained about the food ,the hygiene and the the service to the his attitude was very pride and he ignored was really provoking!Finally ,the waiter drove us dare he was!

All of us were very am doubt that whether I would come to your restaurant or not.

Yours,

Liming

**投诉英语作文范文 第五篇**

Dear Sir:

With reference to our order No。 W98， the 120 puter sets supplies to the above order were delivered the day before yesterday， but we regret that 20 sets were badly damaged。

The packages containing the puter sets appeared to be in good condition and we accepted and signed for them without question。 We unpacked the puter sets with care and can only assume that damage must be due to careless handling at some stage prior to packing。

We shall be glad if you will replace all 20 sets as soon as possible。 Meanwhile， we have put the damaged puter sets aside in case you need them to support a claim on your suppliers for pensation。

Yours sincerely，

Li Ming

**投诉英语作文范文 第六篇**

Dear Sales Manager,

This letter is a complaint concerning the actions of one of your salespersons. On Tuesday, May 5, 20\_, around 2 , I went to your store to look for a T-shirt. When I asked a salesperson, Ms. Wang for help in finding my size, she informed me that she was busy and I would have to find one myself. I explained that the reason why I came to her was that I couldnt find one. She then said in a rude tone that if I couldnt find one, it meant that the store didnt have it, and that I needed to look somewhere else.

I felt that Ms Wang was rude. I hope that you will look into the matter: I shop frequently at your store and I look forward to a more pleasurable shopping experience next time.

**投诉英语作文范文 第七篇**

Dear Sir or Madam,

I, as a devoted customer of your online shop, am writing the letter to file my dramatic complaint about the poor quality of your E-book and the poor attitude of your server.

The detailed problems are as follows. To begin with, there is something wrong with screen of the E-book, which has been broken deliberately or unintentionally. In addition, it does not work occasionally, which hamper using ordinarily. Most importantly, the product does not comply with your description previously both in style and faculty. Most importantly, servers response of not providing refund and exchange a new one makes me overwhelmed with outrage.

I would appreciate it if you could refund or exchange a new one for me. I’m looking forward to your reply at your earliest convenience.

Yours sincerely

Li Ming

**投诉英语作文范文 第八篇**

Directions:

You found something wrong with the telephone bill you have received from the local post office. You made a call to inquire about this; however the person who answered the call was very rude. Write a letter of complaint to the manager of the post office, explaining the situation and giving your suggestions for improvement. Your letter should be no less than 100 words. You dont need to write the address. Dont sign your own name at the end of the letter, use Donna instead.

Dear Sir,

I am writing to let you know the deplorable attitude of one of your staff member. I received my telephone bill for the previous month from you and thought there were some errors in calculation: I had been overcharged for two overseas calls.

However, when I called your Complaints Department, the girl who answered my phone was very rude. For one thing she interrupted me continually, for another she even said that the fault was my own. Needless to say, such a way of dealing with customers is unacceptable.

I would like to suggest that the girl in question should be disciplined, and instructed on the proper way to deal with clients. And I hope she can make formal apology to me.

An early response will be appreciated.

Sincerely yours,

Donna

**投诉英语作文范文 第九篇**

Dear Editor,

I am writing this letter to reflect some problems I came across recently and. appeal to the improvement of the service industry.

This weekend I bought an English-Chinese dictionary in a bookstore near my home since its cover is elaborately designed. But when I went home and read carefully, I found that the several pages of the dictionary have been cracked and befouled. What is worse, the misprints spread everywhere in the dictionary and seriously affect my comprehension. Since there was such damage and misprint to the dictionary, I went to the bookstore to require for a replace. But to my surprise, the staff of the bookstore turn down my request rudely and even denied the poor quality of the dictionary.

It goes without saying that today\'s face-paced and market-oriented economy calls for much higher standard for service industry. However, to my regret, many of the commercials fail to achieve this standard and the quality of the staff needs to be improved. It\'s self-evident that the poor quality of practitioners in the service industry will not only deeply disappoint customers but also hamper the development of our country\'s economy. As a result, I expect your newspaper to appeal to the service industry to attach more importance to the service improvement.

Thank you for your attention!

Sincerely yours,

Sam

**投诉英语作文范文 第十篇**

8, 20\_

Dear Customer Service Representative,

I am writing to comp[ain about the bad delivery service of your company.

The IBM Desktop computer we ordered from your store two weeks ago finally arrived yesterday. There were not any signs of damage to the packing case at all, but when we opened it, we found, much to our surprise, that the back cover had been cracked and the screen had been scratched.

In view of this, I have decided to make a formal complaint against your delivery service. I sincerely hope that you will replace this computer as soon as possible. If this is not possible, I will have no alternative but to insist on a full refund.

I would appreciate anything you can do to help us in this matter.

Yours truly,

(Signature)

**投诉英语作文范文 第十一篇**

June 8, 20\_

Dear Customer Service Representative,

I am writing to comp[ain about the bad delivery service of your company.

The IBM Desktop computer we ordered from your store two weeks ago finally arrived yesterday. There were not any signs of damage to the packing case at all, but when we opened it, we found, much to our surprise, that the back cover had been cracked and the screen had been scratched.

In view of this, I have decided to make a formal complaint against your delivery service. I sincerely hope that you will replace this computer as soon as possible. If this is not possible, I will have no alternative but to insist on a full refund.

I would appreciate anything you can do to help us in this matter.

Yours truly,

(Signature)

**投诉英语作文范文 第十二篇**

Dear Sir or Madam，

I bought an electronic dictionary from your online store on January 1st，but I found it has some problems after using it for a short period of time.

To begin with，the battery needs recharging after a mere 2 hours of means that I need to carry my charger with me when I go out for a addition，the buttons on the electronic dictionary are so small that it is nearly impossible to type anything with ，I find this to be pletely unacceptable.

Therefore，I would like to either change the electronic dictionary for another model that works well or a full help is greatly appreciated.

Yours sincerely，

Zhang We

**投诉英语作文范文 第十三篇**

Dear Customer Service Representative,

I am writing to comp[ain about the bad delivery service of your company.

The IBM Desktop computer we ordered from your store two weeks ago finally arrived yesterday. There were not any signs of damage to the packing case at all, but when we opened it, we found, much to our surprise, that the back cover had been cracked and the screen had been scratched.

In view of this, I have decided to make a formal complaint against your delivery service. I sincerely hope that you will replace this computer as soon as possible. If this is not possible, I will have no alternative but to insist on a full refund.

I would appreciate anything you can do to help us in this matter.

Yours truly,

(Signature)

英文投诉信12-19

**投诉英语作文范文 第十四篇**

To Whom It May Concern，

①I am writing to plain about the poor service of yourI received when.

②The causes for my dissatisfaction lie upon three points as follows:

1)\_\_\_\_\_(抱怨资料的一个方面);

2)\_\_\_\_\_（抱怨资料的另一方面);

3)(抱怨资料的第三个方面).

③Under these circumstances， I find it difficult to(客观的评论).

④I am sure that you are able to thoroughly understand my discontent， which you are bound to replace with a satisfactory solution.

⑤I would be grateful if you could \_\_\_\_\_(表达本人的愿望)as soon as possible.

Yours sincerely，

Li Ming

**投诉英语作文范文 第十五篇**

When I want to complain about defective products or poor service, I prefer to file a complaint in writing. If I\'m really dissatisfied with the way I\'m being treated, I can organize my argument in a logical way, and I want to state my reasons clearly. I don\'t want to have any confusion about why I complain.

I like to list my complaints and then list examples of support, which is the best way to make sure everyone knows what I\'m saying. Writing down my complaint also ensures that if you feel that you\'ve been treated badly, it doesn\'t seem too emotional or takes advantage of it, and it\'s easy to lose your temper. Although it\'s a sure way to lose your argument, it\'s very satisfying to yell, but it only makes you yell at you, it doesn\'t get them to agree with you or help, If you complain in person, the person you are facing also has problems.

You must talk to the potential person. He or she may not be responsible for the defective product or poor service. Usually, the person receiving the complaint is not the change person.

Unless you are dealing with a small business, it is unfair to yell at them. Don\'t do anything to get a refund or satisfaction. You need to contact the person in charge Responsible person.

The best way is to write down your complaint in writing and provide you with written evidence in the form of a registered letter to prove that you are trying to solve the problem in a reasonable way within a certain period of time. If you need to take further action, you have the material evidence of your action. Writing a complaint has the advantages of organization, effectiveness and fairness.

That\'s why I prefer to write it rather than personally raise mine complaint.

中文翻译：

范文当我想投诉有缺陷的产品或糟糕的服务时，我宁愿以书面形式提出投诉。如果我真的不满意被对待的方式，我可以用逻辑的方式组织我的论点，我想清楚地陈述我的理由我不想有任何关于我为什么抱怨的困惑我喜欢列出我的抱怨，然后列出支持的例子，这是确保每个人都清楚我所说的话的最好方法。把我的抱怨写下来也能确保如果你觉得自己受到了不好的对待，它不会显得太情绪化或者利用它，发脾气是很容易的，虽然，这是一个肯定的方式来失去你的论点大喊大叫是非常令人满意的，但它只会让你大喊大叫的人对你发火，它不能让他们同意你或提供帮助，如果你亲自投诉，你所面对的人也有问题必须和有可能的人谈谈，他或她可能不是有缺陷的产品或糟糕的服务的责任人通常接受投诉的人不是改变的人，除非你在处理一个很小的生意，对他们大喊大叫是不公平的，不要做任何事情来获得退款或满意，你需要联系负责人。

最好的方法是书面写下你的投诉，并以挂号信的形式向你提供书面证据，证明你试图在一定时间内以合理的方式解决问题，如果你需要采取进一步的行动，你有你行动的物证写投诉书有组织性、有效性和公平性的优点，这就是为什么我更喜欢写而不是亲自提出我的投诉。

**投诉英语作文范文 第十六篇**

Dear Mr. Gao,

I have to write this plain letter even it is a little bit interruptive to you. I bought a color television in your emporium the other day，but there was no image when I turned it on at home. There might be something wrong with the new-bought TV，so I went back to find the exact salesperson to ask for changing a new one. She refused me without any politeness. Im wondering how can you treat customers like this? Im writing to ask my money back if you can not provide a new one.

Yours Sincerely

XXX

**投诉英语作文范文 第十七篇**

Dear Manager,

Two weeks ago, I was walking along the street when I saw your a traffic advisement and I stepped into your \'t find the domestic by your salesman\'s sweet words,I spent 20\_Yuan and bought a I took the new fridge couldn\'t wait a minute and make it work went on quitely well until yesterday. I open the door of fridge as usual, however, a wave of hot smell air is newly- bought fridge didn\'t produce cold but hot foodcooler has gone can be worse hope you can do with the matter ASAP. My telephone number is 5256745. I am waiting for your reply.

A consumer.

Angel

**投诉英语作文范文 第十八篇**

Although the title is \_no complaints rule\_, our goal is not to eliminate all complaints, just unconscious complaints that have a negative impact on our health and happiness and undermine our personal and team success. The bigger goal is to turn complaints into solutions and positive actions. After all, every complaint represents an opportunity for change.

The title of my new book is It can make some people think that I want to stifle complaints, but in fact, my approach is that people, teams and organizations need to be friends with complaints and let them work for us, rather than against us. Don\'t let complaints generate negative energy, we can use them for positive purposes. We can use our own complaints as a signal or sign to let us know that we are Go on the negative path, and then at the next moment we can detour into the positive path.

Every complaint has a negative side. Every time we find ourselves complaining, we can say, well, I don\'t like it, or I\'m not satisfied with it, so, what do I want to make me happy, what ideas can bring me peace instead of depression, what positive actions can I take What kind of solution can solve this problem? We can use complaint as a catalyst to make positive changes and actions in our own life and work. In this world, the key is to use this spirit to turn complaints into solutions.

Try this exercise. Take a piece of white and draw a line in the middle of the left to write down your life , your career, your job, and other things that annoy you. Write a solution or positive action next to each complaint.

You will take action to resolve the complaint. Note that some people may say that some complaints are beyond their control. For example, in this case, gasoline is $4 per gallon.

Think about it and decide if you can do something about it What to do? We have more influence than we think we need to do for your team, and there\'s a team action plan behind the no complaints rule to stay positive.

中文翻译：

尽管标题是“无抱怨规则”，但我们的目标并不是要消除所有的抱怨，只是那些对我们的健康和幸福造成负面影响、我们个人和团队成功的无意识抱怨，更大的目标是将抱怨转化为解决方案和积极行动毕竟，每一次投诉都代表了一次转变的机会我新书的标题可能会让一些人认为我想扼杀抱怨，但实际上，我的方法是，人们、团队和组织需要与抱怨成为朋友，让它为我们工作，而不是反对我们不要让抱怨产生消极的能量，我们可以用它来达到积极的目的我们可以用我们自己的抱怨作为一个信号或标志，让我们知道我们正走在消极的道路上，然后在下一刻我们可以绕道走上积极的道路每一次抱怨都有一个反面每次我们发现自己在抱怨，我们可以说，好吧，我不喜欢这件事，或者我对此不满意，那么，我想要什么能让我快乐什么想法能带给我平静而不是沮丧我能采取什么积极的行动来纠正这种抱怨什么样的解决方案可以解决这个问题我们可以用抱怨作为一种催化剂，在我们自己的生活中，在工作中，积极的改变和行动，在这个世界上，关键是用这种精神把抱怨变成解决办法尝试这个练习拿一张白纸，在左边的中间画一条线写下你对你的生活，你的事业，你的工作，以及其他让你烦恼的事情的抱怨在每一个抱怨的旁边写一个解决方案或者积极的行动你将采取行动解决投诉注意，有些人可能会说某些投诉超出了他们的控制范围，例如在这种情况下，汽油每加仑4美元，好好想想，然后决定你是否可以做些什么来采取行动我们的影响力比我们想象的要大我们只需要为你的团队采取行动在无抱怨规则的后面有一个团队行动计划保持积极。

**投诉英语作文范文 第十九篇**

Dear Sir or Madam,

I m writing to lodge the complaint about the poor quality of an air conditioner that I purchased from Sun Appliance Company.

Frankly speaking, Sun Appliance has always been my favorite. On April 4, 20\_, I bought the air conditioner (serial number 12345) from one of your chain store located in Lang Fang. The machine operated well at first, but ten days later, there was a fault that bothered me, that is, the fan made so much noise that I could not sleep well at night. Worse still, the cooling system didn t work well and the machine began to leak recently. Its poor quality ruined almost all my previous impression toward your products.

I strongly suggest that a repairman or a service engineer should be sent to my home without delay. I wonder if you could pinpoint the exact cause of the malfunction as soon as possible. If you can t, I am afraid that I will request for full amount of refund or a new air conditioner.

I would appreciate all your assistance in this matter. If you have any questions, please don t hesitate to contact me. Look forward to your reply.

Yours Sincerely,

Li Ming

**投诉英语作文范文 第二十篇**

Dear Mr. John ,

I\'m one of your I\'m now writing and behave of the resident \'s association to complain about your making disterb others\' normal lifes.

Since you moved in the building three months ago we have received many complaints about your bad behaviors. According to the complaints you have shown very little consideration for the other residents of the example ,you often turned on the music very loudly till every weekend your extremely noisey partys last until the early hours of the next morning so that other residents can not have a good words though some residents have talked to you about the noise you made your behavior has no improvement.

A harmony community\'s life needs every resident\'s course you are no hope you can realise and stop your improper behavior as soon as you do something to improve the present situation,we will have no other choice but to take legal action.

Your\'s sincerely

LinYue

**投诉英语作文范文 第二十一篇**

Dear Sir or Madam,

I bought an electronic dictionary from your online store on January 1st,but I found it has some problems after using it for a short period of time.

To begin with,the battery needs recharging after a mere 2 hours of means that I need to carry my charger with me when I go out for a addition,the buttons on the electronic dictionary are so small that it is nearly impossible to type anything with find this to be completely unacceptable.

Therefore,I would like to either change the electronic dictionary for another model that works well or a full help is greatly appreciated.

Yours sincerely,

Zhang Wei

**投诉英语作文范文 第二十二篇**

Florence Trunkemeyer

College of Business

Ball State University

Muncie， IN 47300

November 15， 1998

General Computer Corporation

Engineering Department

. Box 73219

Fort Worth， TX 76108

Dear Sir:

With reference to our order 98， the 120 puter sets supplies to the above order were delivered the day before yesterday， but we regret that 20 sets were badly damaged.

The packages containing the puter sets appeared to be in good condition and we accepted and signed for them without question. We unpacked the puter sets with care and can only assume that damage must be due to careless handling at some stage prior to packing.

We shall be glad if you will replace all 20 sets as soon as possible. Meanwhile， we have put the damaged puter sets aside in case you need them to support a claim on your suppliers for pensation.

Yours sincerely，

(Signature)

**投诉英语作文范文 第二十三篇**

Sunny Company

34 Zhongcheng Road

Jinlian Building

Shanghai

September 12， 20\_

Sales manager

Elegance Clothing Company

45 West Street， Nanjing

Jiangsu Province

Dear Mr. Chang:

On September 10， our order for 280 women?s cotton sweaters was duly received， but we regret to say that 40 cotton sweaters in white color were seriously soiled.

We had the case investigated immediately， and the result shows the damage was due to improper packing， for which the suppliers are definitely responsible.

Needless to say， we have suffered a great loss from this， as we cannot sell the sweaters in this condition to our customers. We ask you to conduct investigation at your end and reply to us.

Sincerely yours，

Sunny Lee

Manager

**投诉英语作文范文 第二十四篇**

Dear Sir/Madam,

This is Melissa from Jiangsu. I bought 10 pairs of shoes from your online store on the 29th of April ,they are 99Yuan in I got them on the 1st of May. Five pairs of pink shoes are good. But five pairs of apricot shoes with quality lose colour and we can not wear them. So I suggest you can improve the production process and change them for us and you should bear the freight.

Looking forward to your reply.

Best regards,

Melissa

**投诉英语作文范文 第二十五篇**

Complaint please make a gentle complaint Dear Sir: I am writing about my reservation with you for an adventure holiday in Peru on May. I am sending you a check for us dollars as a deposit. Unfortunately, I haven\'t received the receipt yet.

I would appreciate it if you could send it to me as soon as possible. I\'m looking forward to hearing from you, Margarita lindle complained. Fortunately, I haven\'t I\'ll appreciate it if you can send me this as soon as possible.

If you can reasonably give me a mild complaint. Unfortunately, we would appreciate it if you could put forward a point of view, don\'t take me for granted. I would like to remind you that (in fact) I want to remind you that I hope there is no need to remind you that this time you have to take it seriously, put forward strong opinions, give warnings, put forward strong opinions, for example, we have already placed this order After more than ten months, we are still waiting for pencils.

For example, I would like to point out that we have paid for these pencils (for example, we must insist, therefore, you must deliver them immediately) (for example, unless, for example, we will be forced to make a mild complaint, put forward a point of view, put forward a strong point of view (give a warning.

中文翻译：

投诉请提出一个温和的投诉亲爱的先生：我写信是关于我与您预订xx月日去秘鲁探险度假的事，我寄给您一张美元的支票作为定金不幸的是，我还没有收到收据如果您能尽快寄给我这个我将不胜感激我期待收到你的来信，玛格丽塔·林德尔抱怨说，很幸运，我还没有收到收据，如果你能尽快把这个寄给我，我将不胜感激。如果你能合理地给我一个温和的投诉。不幸的是，请你能提出我们将不胜感激，如果你能提出一个观点，不要认为我是理所当然的我想提醒你注意（事实上）我想提醒你，我希望没有必要提醒你，这一次你必须认真对待它，提出强烈的意见，提出警告，提出强烈的意见，例如，我们已经下了这个订单已经十个多月了，我们仍在等待铅笔例如我想指出，我们已经付了这些铅笔的钱（例如，我们必须坚持，因此，你方必须立即交付）（例如，除非，我们将提出一个温和的抱怨提出一个观点提出一个强烈的观点（提出警告。

**投诉英语作文范文 第二十六篇**

Dear Sir:

With reference to our order No. W98, the 120 computer sets supplies to the above order were delivered the day before yesterday, but we regret that 20 sets were badly damaged.

The packages containing the computer sets appeared to be in good condition ()and we accepted and signed for them without question. We unpacked the computer sets with care and can only assume that damage must be due to careless handling at some stage prior to packing.

We shall be glad if you will replace all 20 sets as soon as possible. Meanwhile, we have put the damaged computer sets aside in case you need them to support a claim on your suppliers for compensation.

Yours sincerely,

Li Ming

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！