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A complaint letter is a formal letter to a

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business describing a negative experience you had and seeking remedial action. This letter should be clear, short, and to the point, and should be relatively formal.

Although complaint letters are negative in tone, they should not be overly emotional or aggressive.

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Provides instructions on writing a variety of business letters, including credit letters, letters of inquiry, business announcements, and invitations.

Provides instructions on writing a variety of business letters, including credit letters, letters of inquiry, business announcements, and invitations.

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