

经典作文范文模板：信件形式之投诉信CET6考试 PDF转换可能丢失图片或格式，建议阅读原文

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Directions: Write a letter of complaint according to the following situation: You bought an air conditioner in Sun Appliance and had it installed the other day, but you found that the fan made too much noise when the machine operated. You demand the store to send a representative to check it up. Write your letter in no less than 150 words. Do not sign your own name at the end of the letter. use Li Ming instead. You do not need to write the address. June 23, 2007

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, 2007, 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,  
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