

Complaint Letter sample about Wrong Information on Flyer

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

We are arranging a musical concert for fundraising this summer for which we needed to make the advertisement. Along with using other sources to advertise the event, we also thought to use flyers to deliver the information to a large and wide public. An order has been placed with your company of 10,000 flyers and a clear printed script was provided with the details and design format to be followed. Your agent has sent me an exemplary print of the flyer which was a part of the testing print. I want to notify you that the date mentioned on this test flyer is wrong and the background color was supposed to be black not blue. Kindly fix this problem before the plethora of flyer start gets printed because if it happens, they will be of no use for me and hopefully of no advantage for you too. Kindly fix this error and for a safe side, provide me with another sample print to approve before printing 10,000 copies. Many thanks!

Sincerely,

[Your Name]

[Your Title] -Optional-