

万能模板

考研英语小作文

投诉信

Dear \_\_\_\_\_,

I am (自我介绍). I feel bad to trouble you but I am afraid that I have to make a complaint about \_\_\_\_\_.

The reason for my dissatisfaction is that \_\_\_\_\_ (用完整的表语从句表述总体问题). On the one hand, \_\_\_\_\_ (第一个方面的问题). On another level, \_\_\_\_\_ (另一方面的问题). Personally, I found this to be completely unacceptable. I will appreciate it very much if you could \_\_\_\_\_ (提出改进诉求), preferably \_\_\_\_\_ (更好的建议), and I would like to have this matter settled by \_\_\_\_\_ (事情解决的 deadline).

I will be looking forward to your prompt reply.

Yours sincerely,

Li Ming

可能会用到的填充语块:

对质量或服务不满意:

When we checked..., we discovered that...

When I took... out of the package and checked... carefully, I noticed that...

unsatisfactory 令人不满意的

poor service (attitude) 糟糕的服务 (态度)

distressing adj. 令人苦恼的

out of one's expectation 令某人大失所望

disappointing adj. 使人失望的

look into/investigate 调查

matter 事件

take action 采取行动

in charge of 负责

negligence n. 疏忽, 失误

