# Write a Letter of Complaint

B1-PLUS · Writing · WORKSHEET

Name: _____ Date: _____

## 1. Choose the best answer.

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1. Choose the best opening.
   Choices: I am writing to complain about the delay. / I want shout about the delay. / Hi, your service is bad!

   **Answer:** _____

2. Choose the formal request.
   Choices: I would like a full refund. / Give my money now. / I want money back fast!

   **Answer:** _____

3. Choose the formal closing.
   Choices: I look forward to your reply. / Bye bye! / Answer me now.

   **Answer:** _____

4. Choose the formal sign-off after Dear Sir or Madam.
   Choices: Yours faithfully, / Cheers, / See you,

   **Answer:** _____

## 2. Complete the sentence.

Write one or two words.

1. I am ___ to complain about the delay.

2. As a ___, I missed my appointment.

3. I would ___ a refund.

4. I look forward to ___ your reply.

## 3. Your turn.

Write your own answers.

1. Write your opening sentence and the reason.

## 3. Your turn. (continued)

2. Write the details and the effect.

3. Write your request and closing.