

#1 Example Letter of Complaint: Bus Passing By

Patricia Freeman
Pretty City Transit Authority
181 Elliot St
Buffalo, NY 14229

December 3, 2019

Dear Ms. Freeman,

On December 1, 2019, the #5 bus passed by me without stopping. I was waiting at the stop and I waved to the driver, but he kept going. The bus was supposed to show up at 8 AM, on the corner of Niagara St. and Hertel St., heading towards downtown. This was my ride to work. I just wanted to make you aware that this has happened twice now in the last two months. I would very much appreciate the opportunity to meet with you in person to discuss this issue.

Please contact me at 716-555 -1212.

Thank you-

Michael P. Rogers

Mike Rogers

1351 Hertel Ave.

Buffalo, NY 24234

