

<Your Name>  
<Your Address>  
<Your Telephone Number>

<Date>

NY Attorney General's Office  
120 Broadway, 3<sup>rd</sup> Floor  
New York, NY 10271  
Attn: Consumer Protection Bureau

Dear Sir or Madam:

I am writing to request your assistance in obtaining a refund from the American Widget Company. Attached please find a copy of a letter that I sent to the company after my initial attempt to obtain a refund failed.

I would appreciate any action your office can take to help me resolve this matter.

Thank you in advance for your assistance.

Sincerely,

<Your Name>