

CONSUMER COMPLAINT FORM

Toll Free in Wyo. (800) 438-5799

Cheyenne Area(307) 777-7874

Facsimile (307) 777-7956

wyoconsumer@state.wy.us

Consumer's Name: _____	Person/Business Complained Against: _____
Address: _____	Address: _____
City, State & ZIP: _____	City, State & ZIP: _____
Telephone: _____	Telephone: _____

Date of transaction: _____ Name of person with whom you dealt: _____

Product or service involved: _____

Amount of money paid: \$ _____ (cash, check, credit card (circle one)) Amount owed: \$ _____

Did you sign a written agreement? _____ Did you receive a contract or receipt? _____ (attach copies if available)

Have you tried to resolve this with company? _____ If so, name of person(s): _____

Have you contacted a private attorney for assistance? _____ Name: _____

What do you believe would be a fair solution for all parties? _____

Summary of transaction: (This section MUST be completed. Further explanation may be attached if needed.)

I am filing this complaint based on my understanding of the facts. By signing below, I authorize the Attorney General to forward it, with all attachments, to the person or business complained against.

Date: _____ Signature: _____

Complete ALL portions of this form that apply to your situation and return this original and one copy to:

**Wyoming Attorney General's Office
Consumer Protection Unit
123 Capitol Building
Cheyenne, Wyoming 82002**

CONSUMER COMPLAINT CHECKLIST

- 1.) PROVIDE THE *COMPLETE* NAME, ADDRESS AND TELEPHONE NUMBER OF THE COMPANY YOUR COMPLAINT IS ABOUT.**
- 2.) ANSWER THE QUESTION OF WHAT YOU CONSIDER A FAIR SOLUTION *ON THE LINE PROVIDED ON THE FORM.***
- 3.) SEND THE ORIGINAL AND ONE (1) COPY OF THE CONSUMER COMPLAINT FORM.**
- 4.) SEND TWO COPIES OF ALL OTHER DOCUMENTS. *DO NOT SEND ORIGINALS.***
- 5.) STAPLE COPIES OF THE DOCUMENTS TO THE CONSUMER COMPLAINT FORMS. KEEP A COMPLETE SET OF ALL DOCUMENTS FOR YOUR OWN FILES.**
- 6.) “SEE ATTACHED” WILL NOT BE ACCEPTED IN PLACE OF FILLING IN ALL BLANKS ON THE FORM.**

Not all complaints can be resolved by this office but your complaint will be reviewed and a response will be provided. The resolution of a complaint is a shared responsibility that requires time, patience and flexibility.

In order to assist the Office of Consumer Affairs in resolving your complaint as quickly as possible, please follow these guidelines.