[your name]

[your address]  
[your address]  
[your address]  
[postcode]  
  
Email: [your email]

Phone: [your phone number]

[date]

Green Deal Team,

6th Floor, 1 Victoria Street,

London,

SW1H 0ET

Dear Secretary of State

**ESCALATION OF GREEN DEAL COMPLAINT**

**GREEN DEAL PLAN ID: [insert here]**

I am writing to request a review of a complaint I made to my Green Deal Provider [insert name].

They have offered me [*insert what they offered*], please see a copy of letter from [insert green deal provider name] attached. I am not satisfied with this result because [insert reason].

I would gratefully request that you review the complaint.

Please do not hesitate to contact me if you require any further information or additional supporting evidence.

Yours sincerely

[sign and insert name]