

Product Complaint Letter

Your Name:

Your Address:

City, State, ZIP Code:

Date:

Recipient Name:

Company Name:

Company Address:

City, State, ZIP Code:

Dear _____,

I am writing to formally complain about a product I purchased from your company.

Product Name/Model:

Purchase Date:

Order/Invoice Number:

Please describe the issue with the product in detail:

I would appreciate it if you could _____.

Please contact me at your earliest convenience to discuss the resolution of this issue.

Thank you for your prompt attention to this matter.

Sincerely,

(Signature)

(Printed Name)

