

# Product Complaint Letter

Your Name:

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Your Address:

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City, State, ZIP Code:

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Date:

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Recipient Name:

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Company Name:

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Company Address:

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City, State, ZIP Code:

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Dear \_\_\_\_\_,

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

Product Name/Model:

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Purchase Date:

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Order/Invoice Number:

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Please describe the issue with the product in detail:

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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,

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(Signature)

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(Printed Name)

