

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Date: \_\_\_\_\_

Recipient Name \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

**Subject: Product Complaint regarding \_\_\_\_\_**

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

I am writing to express my dissatisfaction with the \_\_\_\_\_ (Product Name), which I purchased on \_\_\_\_\_ from \_\_\_\_\_.

The issue I have encountered is as follows:

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I would appreciate it if you could look into this matter and provide a resolution. I would prefer \_\_\_\_\_ (e.g., replacement, refund, repair).

Attached are copies of the purchase receipt and relevant documentation for your reference.

I look forward to your prompt response regarding this matter.

Sincerely,

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\_\_\_\_\_  
Your Name