

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:

\_\_\_\_\_

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,

\_\_\_\_\_

Your Name