Complaint Letter to Company

**[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Company Name]  
[Customer Service Department]  
[Company Address]  
[City, State, Zip Code]**

**Dear Sir/Madam,**

**Subject:** Complaint Regarding [Product/Service Name] Purchased on [Purchase Date]

I am writing to express my dissatisfaction with [Product/Service Name] I purchased from your company on [Purchase Date]. Unfortunately, the [Product/Service] has not met the quality and reliability standards promised at the time of purchase.

**Problem Description:**  
The main issue I encountered is [describe the problem in detail, including how it deviates from the expected performance or quality].

**Attempts to Resolve:**  
I have attempted to resolve this issue by [describe any attempts you made, such as contacting customer service, returning the product, etc.], but to no avail.

**Desired Resolution:**  
I kindly request [state your desired outcome, e.g., a full refund, replacement, repair services], which I believe is a fair resolution given the circumstances.

Enclosed are copies of [mention any enclosed documents, such as receipts, warranty cards, correspondence with the company] as evidence of my purchase and attempts to resolve this issue.

I hope for a prompt and satisfactory resolution to this matter and await your response.

**Sincerely,**

**[Your Name]**