

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]