

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

Dear [Customer Service Manager/Specific Name],

Subject: Complaint Regarding [Product Name]

I am writing to formally express my dissatisfaction with [Product Name] that I purchased on [Purchase Date] from [Purchase Location/Website].

[Briefly describe the issue with the product, including any relevant details such as model number, order number, or warranty information.]

Despite my attempts to [mention any previous steps taken, such as contacting customer support or returning the product], I have not yet received a satisfactory resolution.

I kindly request that [state your desired outcome, such as a refund, replacement, or repair].

Thank you for addressing my concerns. I hope to hear back from you soon.

Sincerely,

[Your Name]