

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

Subject: Consumer Dispute Resolution - [Brief Description of the Issue]

Dear [Recipient's Name or Customer Service Department],

I hope this letter finds you well. I am writing to formally address a dispute regarding [describe the product/service] that I purchased on [purchase date] from [purchase location or website].

Despite my attempts to resolve this issue informally, I have not received a satisfactory response. The details of my dispute are as follows:

- **\*\*Transaction Details\*\***: [Order Number, Invoice Number]
- **\*\*Date of Purchase\*\***: [Purchase Date]
- **\*\*Issue Description\*\***: [Briefly describe the issue, including any relevant dates and communications]
- **\*\*Desired Resolution\*\***: [Clearly state what resolution you are seeking, e.g., refund, replacement, service completion]

I have attached copies of [list any relevant documents, receipts, or correspondence] to support my claim. I kindly request that you address this matter as soon as possible.

Please respond to this letter within [reasonable time frame, e.g., 14 days] so that we can resolve this issue amicably.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Signature (if sending a hard copy)]