

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

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

Subject: Complaint Regarding Defective Product

I am writing to formally express my concern regarding a defective product that I purchased from [store/website] on [purchase date]. The product in question is [product name, model number, etc.].

Upon first use on [date of first use], I noticed the following issues:

- [Describe defect or issue 1]
- [Describe defect or issue 2]
- [Add any additional relevant details]

I have attached a copy of my receipt and any relevant documentation regarding the purchase.

As a loyal customer, I am disappointed in the quality of this product and would appreciate a resolution for this issue. I kindly request [replacement, refund, repair, etc.], and I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]