

[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: Consumer Grievance - [Brief Description of the Issue]

I am writing to formally express my grievance regarding [specific issue] with [product/service] that I purchased on [purchase date]. My order/reference number is [order/reference number].

[Provide a detailed description of the issue, including what happened, any relevant dates, and the impact this has had on you.]

I have attempted to resolve this matter by [mention any previous communication or attempts to resolve the issue, including dates and responses received].

I kindly request [state your desired resolution, whether it be a refund, replacement, or other compensation]. I believe this resolution is fair given the circumstances.

I look forward to your prompt response and resolution of my issue by [a reasonable deadline, e.g., within 14 days].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]