

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Demand for Resolution of Consumer Protection Claim

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a concern regarding [briefly describe the issue, e.g., defective product, unsatisfactory service].

On [date of transaction], I [describe the transaction or service received, including any relevant details]. Since then, I have experienced [explain the issue and any related information]. Despite multiple attempts to resolve this matter through [mention any previous communications, e.g., calls, emails], I have not received a satisfactory response.

In accordance with [mention relevant consumer protection laws or regulations], I request that you [state your demand, e.g., issue a refund, provide a replacement, etc.]. I believe this resolution is fair given the circumstances and will restore my confidence in your company. Please respond to this letter by [date, typically 14 or 30 days from the date of the letter] to avoid further action. I hope to remedy this issue amicably and appreciate your immediate attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Signature if sending a hard copy]

[Attachment: Copies of relevant documents, if applicable]