

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

Subject: Consumer Rights Dispute

Dear [Business Name/Customer Service Manager],
I am writing to formally address a dispute regarding [product/service name] that I purchased on [purchase date] from your [store/website]. Despite my attempts to resolve this issue, I have not received a satisfactory response.

Details of the issue are as follows:

- Product/Service Description: [Description]
- Order Number: [Order Number]
- Date of Purchase: [Purchase Date]
- Issue: [Description of the issue, e.g., defective product, poor service, etc.]

According to my rights under [relevant consumer rights laws or act], I believe that [explanation of your rights and how they have been violated].

I kindly request the following resolution: [specific action you want, e.g., refund, replacement, repair].

Please respond to this letter by [specific date, usually 14 days] to avoid further action. I hope we can resolve this matter amicably.

Thank you for your attention to this issue.

Sincerely,
[Your Name]