

[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]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding Breach of Consumer Rights Act

I am writing to formally address an issue I have encountered with
[Product/Service Name] purchased on [Purchase Date] from [Store/Website
Name].

Despite my attempts to resolve this matter informally, I feel that it is
necessary to put my concerns in writing. According to the Consumer Rights
Act, I believe that my rights as a consumer have been violated due to
[describe the issue, e.g., faulty product, substandard service, etc.].

Details of the transaction are as follows:

- Order Number: [Order Number]
- Total Amount Paid: [Amount]
- Description of Product/Service: [Description]

I have provided evidence of this issue, including [include any relevant
documents, e.g., receipts, photographs, correspondence].

I kindly request that you provide a resolution to this matter by [provide
a reasonable deadline, e.g., two weeks from receipt of this letter],
which may include [specific resolution you seek, such as a refund,
replacement, or repair].

Failure to address my complaint satisfactorily may compel me to escalate
this matter further.

Thank you for your prompt attention to this matter. I look forward to
your timely response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]