

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Addressing Consumer Rights Violations

I am writing to formally address the recent issues I have experienced regarding [specific product/service] purchased on [purchase date] from [store/website].

Upon purchasing, I encountered the following problems:

1. [Description of the first violation]
2. [Description of the second violation]
3. [Description of any additional violations]

As a consumer, I am aware of my rights under [mention relevant consumer protection laws or regulations]. These violations have caused [brief description of impact, e.g., financial loss, emotional stress].

I kindly request that you [state your desired resolution, such as a refund, exchange, or repair]. I expect a prompt response to this matter, preferably within [time frame, e.g., 14 days].

Thank you for your attention to this issue. I look forward to resolving this matter amicably.

Sincerely,
[Your Name]