

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Company Name/Customer Service Team],
Subject: Claim Under Consumer Rights Act

I am writing to formally notify you of a claim under the Consumer Rights Act regarding [briefly describe the issue, e.g., "a faulty product purchased on [purchase date]"].

Details of the Purchase:

- Product Name: [Product Name]
- Purchase Date: [Purchase Date]
- Order Number: [Order Number]

Description of the Issue:

[Provide a detailed explanation of the problem with the product/service, including any steps taken to resolve it, e.g., "The product was defective upon delivery, and despite attempts to contact customer service, no resolution has been provided."]

Legal Basis for Claim:

Under the Consumer Rights Act, I am entitled to [state the rights, e.g., "a refund, replacement, or repair"]. Given the circumstances, I would like to request [specify your desired outcome, e.g., "a full refund for the product"].

I look forward to your prompt response to this matter and expect to hear back from you within [set a reasonable timeframe, e.g., "14 days"]. If I do not receive a response, I may have to escalate my complaint to the relevant authorities.

Thank you for your attention to this matter.

Sincerely,
[Your Name]