

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

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to you regarding an issue that concerns consumer rights related to [specific issue or product/service]. As a consumer, I believe it is essential to advocate for fair practices and transparency in the marketplace.

[Describe the specific incident or experience, including relevant details such as dates, products/services involved, and any previous communications with the company.]

According to [cite relevant consumer protection laws or regulations], consumers are entitled to [mention specific rights that apply to the situation, such as refunds, safe products, honest advertising, etc.]. In light of this, I kindly request the following actions to address my concerns:

1. [List specific actions you are requesting, such as a refund, clarification on policies, etc.]
2. [Additional requests, if necessary.]
3. [Any other relevant proposals or solutions.]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Thank you for your cooperation.

Sincerely,
[Your Name]