

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

Dear [Recipient Name or Customer Service Department],

Subject: Consumer Rights Issue - [Brief Description of Issue]

I am writing to bring to your attention a concern regarding [briefly describe the product/service] that I purchased on [purchase date] from [store/website name]. [Describe the issue in detail, including any relevant information such as order number, receipt number, date of incident, etc.].

Despite my attempts to resolve the matter by [explain any steps you've taken such as contacting customer service, returning the product, etc.], I have not received a satisfactory response. As a consumer, I am entitled to [cite relevant consumer rights or protection laws, if applicable]. I kindly request that you address this issue promptly by [state what resolution you seek, e.g., refund, replacement, etc.]. I believe this would be in accordance with your company's commitment to customer satisfaction.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]