

[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],

Subject: Notice of Breach of Consumer Rights under the Consumer Rights Act [Year]

I am writing to formally notify you of an issue concerning my recent purchase of [product/service] from your company on [purchase date]. The details of the transaction are as follows:

- Order Number: [Order Number]
- Product/Service Description: [Description]
- Purchase Amount: [Amount]

Under the Consumer Rights Act [Year], I am entitled to [briefly state the relevant rights, e.g., "goods that are of satisfactory quality" or "services that are performed with reasonable care and skill"].

Unfortunately, the item/service provided has not met these standards due to [describe the issue, e.g., "defective goods," "substandard service"].

As a result, I hereby request the following resolution:

- [Request for refund/replacement/reparation, etc.]
- [Any additional requests or actions]

Please respond to this notice within [number of days, e.g., "14 days"] to avoid further action. I look forward to your prompt attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]