

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

Dear [Customer Service Manager/Specific Name if known],

Subject: Complaint Regarding Hydroponics Equipment

I am writing to formally express my dissatisfaction with the hydroponics equipment I purchased from your company on [purchase date], order number [order number].

[Describe the issue with the equipment, including specific problems, malfunction details, and any steps you have taken to troubleshoot or resolve the issue. Include relevant dates and any communications with customer service.]

Given the circumstances, I kindly request [specific resolution you seek, e.g., a replacement, repair, refund]. I have attached [any relevant attachments, such as receipts, photos, warranty information, or previous correspondence].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]