

[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: Consumer Complaint Regarding [Product/Service Name]

I am writing to formally express my dissatisfaction with [briefly describe the product/service] that I purchased on [purchase date] from [store/website name].

[Explain the issue in detail - what happened, how it has affected you, and any attempts you have made to resolve the issue].

Despite my efforts to resolve this matter, [explain any communication you have had with the company, including dates and names if applicable].

Unfortunately, I have not received a satisfactory response.

I would like to request [state your desired resolution, such as a refund, replacement, or repair]. I believe this is a fair expectation given the circumstances.

Please respond to this complaint by [date - typically 14 days from the date of this letter]. I hope to resolve this matter amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]