

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Complaint Regarding PVC Card Issues

I hope this message finds you well. I am writing to formally express my concerns regarding the PVC card [specify the card type, e.g., ID card, membership card] that I received on [date of receipt].

Upon receiving the card, I observed the following issues:

1. [Describe issue #1, e.g., incorrect name, wrong expiration date]
2. [Describe issue #2, if applicable]
3. [Describe any additional issues, if any]

These issues have caused [explain any inconvenience caused, if applicable], and I kindly request your assistance in resolving this matter at your earliest convenience.

I would appreciate it if you could [specify what you would like them to do, e.g., issue a replacement card, correct the errors]. I have attached copies of relevant documents for your reference.

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

Sincerely,

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