

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I am writing to formally register a complaint regarding [Product Name], which I purchased on [Purchase Date] from [Retailer/Website]. Unfortunately, I have encountered several issues that have rendered the product unsatisfactory.

First, [describe the first issue with the product]. This has led to [explain how the issue has affected you or how it does not meet your expectations].

Additionally, [describe any other issues if applicable]. I find this particularly disappointing because [explain any previous positive experiences or expectations].

I have attempted to resolve this issue by [mention any actions you've taken, such as contacting customer service or trying to repair the product], but unfortunately, [explain the outcome of those actions].

I would appreciate it if you could [state your desired resolution, e.g., a refund, replacement, or repair]. I hope this matter can be resolved promptly and amicably.

Thank you for addressing my concerns. I look forward to your prompt response.

Sincerely,
[Your Name]