

[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: Complaint Regarding VGA Board Malfunction

I am writing to formally express my dissatisfaction with the VGA board I purchased from [Retailer/Company Name] on [Purchase Date], which has begun to malfunction.

Despite following all setup and usage instructions, the board has exhibited [describe the specific issues, e.g., display problems, driver errors]. These issues have significantly impacted my ability to [mention any specific tasks that are affected].

I have attempted the following troubleshooting steps:

1. [List any troubleshooting steps taken, e.g., updated drivers, checked connections]
2. [Add additional steps if applicable]

Unfortunately, the problem persists. I believe this may be a product defect, and I would like to request a [replacement/refund] for the VGA board.

Please find attached a copy of my receipt and any additional documentation regarding my purchase. I hope we can resolve this matter promptly.

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

Sincerely,  
[Your Name]