

[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],

I am writing to formally express my dissatisfaction regarding the recent installation of a water closet (WC) at my residence. The installation took place on [installation date], and unfortunately, it has not met the expected standards of service and quality.

[Explain the specific issues you encountered, e.g., improper installation, leaks, inadequate functionality, etc. Include any relevant details and how it has affected you.]

Despite my efforts to resolve this matter by [mention any attempts made, such as contacting customer service or the installer], the problem remains unresolved.

I kindly request that you address these issues promptly to avoid further inconvenience. I hope to receive a response by [specify a date], detailing your plan to rectify the situation.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]