

[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 [Product Name/Issue]

I am writing to formally express my dissatisfaction with [Product Name], which I purchased on [Purchase Date] from [Store/Website Name]. The order number is [Order Number].

Unfortunately, I have encountered the following issues with the product:

- [Describe Issue #1]
- [Describe Issue #2]
- [Describe Issue #3]

I attempted to resolve this by [mention any previous actions taken, such as contacting customer service, returning the product, etc.]. However, [explain the outcome of those actions].

Given the circumstances, I would appreciate a prompt resolution to this matter. I request [state your desired outcome, e.g., a refund, replacement, repair, etc.].

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

Sincerely,

[Your Name]