

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

Customer Service

KTM [Company Address]  
[City, State, ZIP Code]

Dear KTM Customer Service,

Subject: Complaint Regarding [Product/Service]

I am writing to formally express my dissatisfaction with [Product/Service], which I purchased on [Purchase Date]. Unfortunately, I have encountered several issues, including [briefly describe the issues]. Despite my attempts to resolve the matter, [explain any previous communication or attempts made to resolve the issue]. I believe that these issues do not align with the quality and standards I expect from KTM products.

I kindly request a [refund/replacement/repair] for the [Product/Service] as soon as possible. I have attached copies of relevant documents, including my purchase receipt and photographs of the issues encountered. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]