

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding XQD Card

I am writing to formally express my dissatisfaction with the XQD card I purchased on [purchase date] from [store/website]. My order number is [order number].

Unfortunately, I have encountered the following issues:

1. [Describe the first issue in detail]
2. [Describe the second issue in detail, if applicable]
3. [Describe any additional issues, if necessary]

I have attempted to resolve this matter by [list any steps you've taken, such as contacting customer support], but I have not received a satisfactory response or solution.

I kindly request that you [suggest a resolution, such as a replacement, refund, or repair] by [specific date], and I hope to resolve this matter amicably.

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

Sincerely,

[Your Name]