

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

Dear [Customer Service Manager/Specific Name if known],

Subject: Consumer Complaint Regarding [Product/Service Name]

I am writing to formally express my dissatisfaction with [Product/Service Name] that I purchased on [Purchase Date] from [Location/Website].

The issue I have encountered is [describe the problem in detail, including any relevant details such as model number, order number, and specific malfunction]. I have attempted to resolve this issue by [mention any steps you've already taken, such as contacting customer service or returning the product].

Unfortunately, despite my efforts, the issue remains unresolved. As a valued customer, I expected a higher level of service and quality from your company.

I kindly request that you [state your desired resolution, such as a refund, replacement, or repair]. I have attached a copy of my receipt and any relevant correspondence regarding this matter.

Thank you for your attention to this issue. I hope to resolve this matter promptly.

Sincerely,  
[Your Name]