

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

Dear [Customer Service/Specific Contact Name],

Subject: Product Complaint - [Product Name/Model/Order Number]

I hope this message finds you well. I am writing to formally express my dissatisfaction with the [Product Name] that I purchased on [Purchase Date] from [Store/Website Name].

Unfortunately, [describe the issue with the product briefly and clearly, including any specific details]. This has caused [explain any resulting inconvenience or issue].

I have attached a copy of my receipt and photos of the product for your reference.

I would appreciate your prompt attention to this matter and look forward to a resolution. Please let me know how you plan to address this issue.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]