

Product Quality Complaint Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally address an issue regarding the quality of [product name], which I purchased on [purchase date] from [store/website]. Unfortunately, the product did not meet the quality standards I expected based on your company's reputation.

The specific problem I encountered is [describe the issue in detail]. This has caused [explain any inconvenience or impact].

I would appreciate your prompt attention to this matter and would like to request a resolution which may include [refund, replacement, repair, etc.]. I have attached [any receipts, photos, or relevant documents] to assist in the resolution process.

Thank you for your attention to this matter. I look forward to your response within [mention a timeline, e.g., 14 days].

Sincerely,

[Your Name]