

Complaint Letter for Defective Toy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about a defective toy that I purchased from your store on [Purchase Date]. The toy, [Toy Name/Model], was intended for my child, but unfortunately, it has proven to be faulty.

Upon opening the package and giving it to my child, I noticed that [describe the defect, e.g., "the toy was missing a crucial piece" or "the toy broke after only a few uses"]. This has not only caused disappointment for my child but has also raised safety concerns.

I have attached a copy of the receipt and photographs of the defective product for your reference. I would appreciate it if you could initiate a refund or replacement for the defective toy at the earliest.

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

Sincerely,

[Your Name]