

# Product Defect Complaint Letter

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

Customer Service  
Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally complain about a damaged furniture item I recently purchased from your store, order number [Order Number], which I received on [Delivery Date]. Upon inspection, I noticed significant damage that renders the item unusable.

The damaged item is [Description of the furniture item, e.g., "a wooden dining table"], and the specific issues include [Briefly describe the defects, e.g., "a large scratch on the surface and one leg is broken"].

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

Sincerely,  
Your Name