

Product Defect Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally complain about a defective product I purchased from your company, specifically the [Product Name], which I bought on [Purchase Date] from [Store/Website]. Unfortunately, the appliance has been malfunctioning and does not operate as expected.

The issues I have experienced include:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

I have attempted to resolve these issues by [mention any troubleshooting steps you took], but to no avail. I believe the appliance is defective and would like to request a full refund or a replacement unit.

Please let me know how to proceed with this matter. I would appreciate a timely resolution as I rely heavily on this appliance.

Thank you for your attention to this issue.

Sincerely,

[Your Name]