

Complaint Letter for Malfunctioning Product

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally complain about a malfunctioning product that I purchased from your store on [purchase date]. The product, [Product Name/Model], has not been functioning as intended due to [describe the malfunction briefly].

I have attempted to resolve this issue by [mention any steps taken, e.g., checking the manual, contacting support], but unfortunately, the problem persists.

Under the circumstances, I would appreciate it if you could [mention your desired solution, such as a replacement, refund, or repair]. I have attached a copy of my receipt as proof of purchase for your reference.

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

Sincerely,

[Your Name]