

# Consumer Complaint Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

## **Subject: Complaint Regarding Defective Product**

Dear [Customer Service Manager/Specific Contact Name],

I am writing to formally complain about a defective product that I purchased from your store on [Purchase Date]. The product, [Product Name], has not functioned as expected since the time of purchase and I believe it to be defective.

[Briefly describe the issue with the product, including how it deviates from your expectations and any steps you've taken to resolve the issue].

As per consumer rights, I am requesting a full refund or a replacement for the defective product. I have attached a copy of my purchase receipt and any relevant documentation that supports my claim.

I hope to resolve this matter swiftly and would appreciate a response within [insert reasonable time frame, e.g., 14 days]. Thank you for your attention to this issue.

Sincerely,

[Your Name]