

Date: _____

Your Name: _____

Your Address: _____

City, State, Zip Code: _____

Email: _____

Phone Number: _____

To: Customer Service

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Subject: Notification of Defective Appliance

Dear Customer Service,

I am writing to formally notify you of a complaint regarding a defective appliance that I purchased from your store on _____. The appliance in question is a _____ (specify appliance) with the model number _____.

Unfortunately, the appliance has not been functioning as expected. The issues I have experienced include:

- _____
- _____
- _____

I kindly request your assistance in resolving this matter. Please provide information on how I can proceed with a return, repair, or replacement of the defective appliance.

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

Sincerely,
