

# Grievance Letter for Unsatisfactory Product Performance

**Your Name**

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

**Recipient Name**

Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my grievance regarding a product I purchased from your company on [purchase date]. The item in question is [product name and description]. Unfortunately, it has not performed as expected.

Specifically, the issues I have encountered include:

- Issue 1 description
- Issue 2 description
- Issue 3 description

Despite following the operating instructions provided, the product has consistently underperformed, leading to frustration and inconvenience.

Given the circumstances, I would appreciate it if you could address this matter by [request for a resolution: e.g., replacement, refund, etc.]. I believe this is a reasonable request considering the situation.

I look forward to your prompt response to this issue. Please feel free to contact me at [your phone number] or [your email] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]