

Product Quality Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding a defective item I purchased from your company. The product, [Product Name/Description], was purchased on [Purchase Date] from [Place of Purchase].

Upon using the item, I noticed [describe the defect or issue]. I have attached copies of my receipt and any relevant photographs for your reference.

Given the circumstances, I kindly request a replacement or a full refund for the defective item. I would appreciate it if you could address this matter at your earliest convenience.

Thank you for your attention to this issue, and I look forward to your prompt response.

Sincerely,

[Your Name]