

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 express my dissatisfaction with the printing services I received from [Company Name] on [Date of Service]. Unfortunately, the quality of the prints did not meet my expectations, and I believe it falls short of the standards I was promised.

Specifically, I encountered the following issues:

- Inconsistent colors that did not match my original design.
- Visible smudges and blemishes on several pages.
- Incorrect dimensions that affected the overall presentation.

As a result, I was unable to use the prints for [specific purpose, e.g., a presentation, an event, etc.], which has caused significant inconvenience. I kindly ask for a resolution to this matter, whether it be a reprint of the items or a refund of the service charge.

Thank you for addressing this concern promptly. I look forward to your response.

Sincerely,
[Your Name]