

Formal Complaint and Refund Request

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

Vendor Name: [Vendor Name]

Vendor Address: [Vendor Address]

Vendor City, State, Zip: [Vendor City, State, Zip]

Subject: Formal Complaint and Request for Refund

Dear [Vendor Name],

I am writing to formally express my dissatisfaction with the recent purchase I made from your company on [Purchase Date]. The order number is [Order Number]. Unfortunately, the product/service has not met my expectations due to the following issues:

- [Describe issue #1]
- [Describe issue #2]
- [Describe issue #3]

Given these issues, I kindly request a full refund of the amount paid, which totals [Amount]. I have attached copies of my receipt and any relevant correspondence for your reference.

Please let me know how to proceed with the refund process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,
[Your Name]