

Quality Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the performance of [Product Name] that I purchased on [Purchase Date]. Unfortunately, it has not met the quality standards I expected based on your company's reputation.

Specifically, I have encountered the following issues: [Briefly explain the issues]. This has caused [explain any inconvenience or problems caused].

I kindly request that you address this matter by [suggest a resolution, e.g., replacement, refund]. I believe this would be a fair solution to my concerns.

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

Sincerely,

[Your Name]