

# Letter of Dissatisfaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service],

I am writing to express my dissatisfaction with an item I received from your company, order number [Insert Order Number], placed on [Insert Order Date]. The item, [Insert Item Description], was not as described and did not meet my expectations.

Upon receiving the item, I noticed that [describe the specific issue - e.g., it was damaged, defective, not the correct size, etc.]. This was disappointing as I had hoped for a product that matched the description on your website.

I would appreciate your prompt attention to this matter. I would like to [request a replacement, refund, etc.], as I believe this is a fair resolution given the circumstances.

Please let me know how to proceed with this issue at your earliest convenience. Thank you for your understanding.

Sincerely,

[Your Name]