

# Grievance Letter Regarding Faulty Item

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

**Recipient's Name**

Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my grievance concerning a faulty item I purchased from your store on [purchase date]. The item, [insert item description], has shown the following issues: [briefly describe the faults or problems].

Despite following all the care instructions provided, the item has failed to function as expected. I have attached copies of my receipt and any relevant documentation regarding this matter.

I kindly request a full refund or a replacement for the faulty item. I appreciate your urgent attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,  
[Your Name]