

Product Quality Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally express my dissatisfaction with the quality of a product I purchased from your company on [insert purchase date]. The product in question is [insert product name and model/serial number].

Upon using the product, I noticed the following issues: [list specific issues, e.g., defects, malfunctions]. This has caused significant inconvenience and does not align with the quality I expect from your brand.

I have attached copies of my purchase receipt and any other relevant documentation for your reference. I would appreciate your prompt attention to this matter and look forward to a resolution, whether it be a replacement, refund, or repair of the item.

Thank you for addressing my concerns. I look forward to your response.

Sincerely,

[Your Name]