

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment regarding my recent experience with [specific product/service] purchased on [purchase date]. Unfortunately, my experience did not meet my expectations due to [briefly explain the issue].

I have always valued your company for its commitment to customer satisfaction, which is why I felt it necessary to bring this matter to your attention. I would appreciate it if you could look into this issue and provide me with a suitable adjustment, such as [request specific adjustment, e.g., a refund, replacement, etc.].

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

Sincerely,

[Your Name]