

Complaint Letter Regarding Appliance Malfunction

[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 am writing to formally complain about a malfunction with my [Appliance Name/Model], which I purchased on [Purchase Date] from [Store Name]. The appliance has not functioned properly since [Date of Malfunction].

Despite my attempts to troubleshoot the issue by [List any attempted solutions, if applicable], the appliance continues to [Describe the issue clearly]. This has caused significant inconvenience, as [Explain any impact the malfunction has had].

I kindly request that you address this matter by [State your desired outcome, e.g., repair, replacement, refund]. Enclosed are copies of relevant documents, including the receipt and any previous correspondence regarding this issue.

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

Sincerely,

[Your Name]