

# Defective Product Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally complain about a defective product that I purchased from your store on [Insert Purchase Date]. The product in question is [Product Name], and it has not functioned as intended since I bought it.

I would appreciate it if you could provide me with a prompt resolution. I would prefer a full refund or a replacement of the item. Please find attached a copy of my receipt and photographs of the defective product.

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

Sincerely,

[Your Name]