

# Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction regarding the recent order I received from your company, order number [Insert Order Number]. The items arrived on [Insert Arrival Date], but unfortunately, they were in poor condition.

Specifically, [describe the items and the nature of the damage or issue]. This is disappointing, especially considering my expectations based on your company's reputation for quality.

I would appreciate it if you could address this issue promptly. I am looking for a [replacement/refund] for the damaged items.

Thank you for your attention to this matter. I hope to hear back from you soon.

Sincerely,

[Your Name]