

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally complain about the unsatisfactory goods I received from your company on [date of receipt]. Upon opening the package, I discovered that several items were past their expiration dates, including [list the expired items].

I kindly request a full refund for the expired items and a replacement of the goods I ordered. I have attached copies of my purchase receipt and photographs of the expired products for your reference.

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

Sincerely,
[Your Name]