

# Complaint Letter

## Your Name

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

## Recipient Name

Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [describe the issue briefly, e.g., "a defective product I purchased on [purchase date]"]. The details of the incident are as follows:

- **Purchase Date:** [Purchase Date]
- **Order Number:** [Order Number]
- **Product/Service Description:** [Product/Service Name]
- **Issue Encountered:** [Detailed description of the issue]
- **Previous Communication:** [Details of any previous correspondence or phone calls regarding the issue]

I have attached copies of relevant documents such as [list any attachments, e.g., "receipts, emails, warranty information"].

To resolve this issue, I kindly request [state your desired resolution, e.g., "a full refund, replacement of the product, etc."]. I believe this would be a fair solution, as [provide a brief justification].

Please contact me at your earliest convenience to discuss this matter further. I look forward to your prompt response and a resolution to my complaint.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]