

# Consumer Issue Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Representative's Name],

I am writing to formally address an issue I have encountered with [product/service name] that I purchased on [purchase date]. Despite my expectations, I have faced the following problems: [briefly describe the issue].

I have attempted to resolve this by [explain any actions taken, such as contacting customer service or returning the product]. Unfortunately, I have not received a satisfactory response.

In light of this, I would appreciate it if you could [state your desired resolution, e.g., refund, replacement, etc.]. I believe this would resolve the matter amicably.

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

Sincerely,

[Your Name]