

Quality Complaint Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally submit a complaint regarding a quality issue that I encountered with [Product/Service Name], purchased on [Purchase Date] from [Store/Website Name].

Details of the issue:

- Product/Service Description: [Brief description]
- Issue Description: [Detailed description of the issue]
- Order Number: [Order Number]

I expected a higher standard of quality based on [Your Expectations or Previous Experiences], and I am disappointed with this experience. I kindly request that you investigate this matter and take appropriate action to resolve the issue.

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

Sincerely,

[Your Name]