

Product Quality Issue Resolution Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request a resolution for a quality issue concerning a product I purchased from your company on [Purchase Date]. The product in question is [Product Name/ID].

Unfortunately, I have encountered the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These problems have significantly affected my experience with the product, as well as my overall satisfaction with your company. I would greatly appreciate it if you could address this issue by [Suggested Resolution e.g., replacement, refund, etc.].

For your reference, I have attached copies of my purchase receipt, warranty documentation, and photographs of the product showing the issues.

I look forward to your prompt response to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any more information.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]