

Subject: Product Quality Issue

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to express my concern regarding a quality issue with [Product Name], which I purchased on [Purchase Date] from [Store/Website Name].

Unfortunately, I have experienced the following issues: [Describe the issues encountered with the product in detail]. This has caused [Explain any inconvenience or problems caused by the issue].

I believe that this matter warrants your attention, and I would appreciate your assistance in resolving this issue. I am hopeful for a replacement, repair, or a full refund, as per your company's policy.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]