

# Letter of Concern Regarding Product Defect

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my concern regarding a defect in the [Product Name] that I purchased on [Purchase Date] from [Store or Website]. Despite following all usage instructions, I have encountered the following issues: [Briefly describe the defect].

Given the circumstances, I request that you provide guidance on how to address this defect or arrange for a replacement/refund. I believe this product does not meet the quality standards expected from [Company Name], and I would appreciate a prompt response to resolve this matter.

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

Sincerely,

[Your Name]