

Letter of Regret

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to express my regret regarding the issues I have experienced with the [specific item] I purchased on [purchase date] with order number [order number]. Upon receipt, I noticed [briefly describe the issue, e.g., it was damaged, missing parts, etc.].

Despite my expectations based on your product descriptions, this issue has caused considerable inconvenience. I would appreciate your guidance on how this matter can be resolved. I am hopeful for a refund/replacement or any other viable solution.

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

Sincerely,

[Your Name]