

Complaint Letter Regarding Defective Educational Materials

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding the defective educational materials that were provided to us on [date of receipt]. The items in question include [list specific materials], which have not met the expected quality standards.

Upon receiving the materials, we discovered that [describe the defects or issues]. This has significantly impacted our ability to [explain how it affects your work/study].

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

Sincerely,
[Your Name]