

Consumer Rights Complaint Letter

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 formally express my complaint regarding [describe the product/service], which I purchased on [purchase date]. I have encountered the following issues: [describe the issues you faced].

According to [cite relevant consumer protection laws or company policies], I believe that my rights as a consumer have been violated. I respectfully request a resolution to this matter, which may include [suggest a resolution, such as a refund, replacement, etc.].

Please respond to this complaint by [insert a reasonable deadline]. I hope to resolve this matter amicably. Thank you for your attention to this issue.

Sincerely,

[Your Name]