

Consumer Rights Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request documentation regarding my consumer rights in connection with [specific product/service or issue]. This request is made in accordance with applicable consumer protection laws.

Specifically, I would like the following information:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Please provide this information within [insert time frame, e.g., 30 days] as required by law. If you need any further information to facilitate my request, please do not hesitate to contact me at the above phone number or email address.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]