

Product Issue Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Product Issue Report for [Product Name]

Dear [Recipient Name],

I am writing to report an issue with the [Product Name] that was purchased on [Purchase Date]. The details of the issue are as follows:

- **Product Model:** [Model Number]
- **Issue Description:** [Describe the issue encountered]
- **Date of Occurrence:** [Insert Date]
- **Steps Taken:** [List any troubleshooting steps taken]

We appreciate your immediate attention to this matter and request guidance on how to proceed with resolving this issue. If needed, I am available for a discussion at your convenience.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]