

Equipment Performance Complaint

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the performance of the [specific equipment name] purchased on [purchase date]. Despite following the operational guidelines, the equipment has not functioned as expected.

Specifically, the issues we have encountered include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These performance problems have significantly impacted our operations, and I kindly request your immediate assistance in addressing these issues. We are hopeful for a resolution that could include a repair, replacement, or refund.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]