

# Executive Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about a malfunctioning product I purchased from your company on [Purchase Date]. The item in question is [Product Name/Model], and it has not functioned as promised since [Describe Issue].

Despite following all recommended usage and care instructions, the product has [Explain Specific Malfunction or Issue]. I have attempted to resolve this issue by [Describe Any Actions Taken], but unfortunately, the problem persists.

This situation is unacceptable given your company's reputation for quality and customer service. I believe I am entitled to a [Request for Refund/Replacement] under your warranty policy.

Please respond to this complaint within [Time Frame] so we may resolve this matter promptly.

Thank you for your attention to this issue.

Sincerely,

[Your Name]