

Retail Complaint Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Complaint Regarding [Brief Description of Issue]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an issue I encountered with [Product/Service Name] purchased on [Purchase Date]. Unfortunately, [briefly describe the complaint, e.g., the item was defective, service was not satisfactory].

Details of the Complaint:

- Order Number: [Insert Order Number]
- Description of the Issue: [Provide a detailed description]
- Date of Occurrence: [Insert Date]

I would appreciate it if you could look into this matter at your earliest convenience. I believe a suitable resolution would be [mention your desired outcome, e.g., a refund, exchange, etc.].

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]