

Letter of Contrition

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere contrition regarding the recent purchase of [product name] from your company. Unfortunately, the product has not met my expectations due to [briefly describe the issue, e.g., defects, functionality problems].

As a loyal customer of [Company Name], I have always appreciated the quality of your products and the level of service provided. It is with regret that I find myself in this situation, as I hold your brand in high regard.

To address this issue, I would like to request [a replacement, a refund, etc.]. I believe this would demonstrate your commitment to customer satisfaction and reinforce my faith in your brand.

Thank you for taking the time to consider my request. I look forward to your prompt response regarding this matter.

Warm regards,

[Your Name]