

# Product Complaint Resolution Letter

Date: [Insert Date]

To,

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address a complaint regarding [Product Name] that I purchased on [Purchase Date] from [Purchase Location]. Unfortunately, I have encountered the following issues: [Describe the specific issues with the product].

Despite my efforts to resolve this matter, [Describe any attempts made to resolve the issue, such as contacting customer service]. Therefore, I am reaching out for your assistance in finding a satisfactory resolution.

I believe that a suitable resolution would be [State your desired resolution, such as a refund, replacement, etc.]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]