

Complaint Letter for Broken Furniture

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally lodge a complaint regarding a piece of furniture I purchased from your store on [Purchase Date]. The item, [Description of Furniture], has unfortunately been found to be broken/damaged.

The nature of the issue is as follows:

- [Description of the issue, e.g., "The table has a significant crack on the surface."]
- [Mention any other observations or issues.]

As per your return policy, I would like to request a repair or replacement for the damaged item. I believe this is a reasonable request given the circumstances.

Please find attached copies of the purchase receipt and any relevant photographs of the damaged furniture for your reference.

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

Sincerely,
[Your Name]