

# Letter of Complaint

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally complain about the unsatisfactory outdoor equipment that I purchased from your store on [Purchase Date]. The item, [describe the equipment], has not met my expectations due to [briefly describe the issues, e.g., defects, poor performance].

Despite my attempts to resolve this issue by [mention any previous communication or attempts to rectify the problem], I have not received a satisfactory response or solution.

As a consumer, I believe it is my right to receive high-quality equipment. Therefore, I request a [refund/replacement] in accordance with your customer satisfaction policy.

I hope to hear from you soon to resolve this matter satisfactorily. Thank you for your attention to this issue.

Sincerely,

[Your Name]