

Customer Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Substandard Clothing Item

Dear [Customer Service Manager's Name],

I am writing to express my disappointment regarding a recent purchase I made from your store. On [insert purchase date], I bought a [description of clothing item, e.g., "blue cotton shirt, size M"], and unfortunately, it has not met my expectations.

Upon receiving the item, I noticed that [describe the issues, e.g., "the stitching was coming apart, and the fabric felt cheap and uncomfortable"]. I believe this does not align with the quality standards that your company promotes.

I have attached a copy of my receipt along with photos of the shirt showing the defects for your reference. I kindly request a replacement, an exchange, or a full refund for the product.

Thank you for addressing this issue promptly. I look forward to your response.

Sincerely,

[Your Name]