

Service Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about a malfunctioning kitchenware item that I purchased from your store on [purchase date]. The item in question is [product name], and it has not been functioning as expected since [mention any issues].

Despite following the care instructions provided, I have encountered the following issues: [list specific problems]. This has caused significant inconvenience and frustration for me.

I kindly request a resolution to this matter, either through a replacement or a full refund of the purchase price. I believe this is a reasonable request given the circumstances.

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

Sincerely,

[Your Name]