

Product Defect Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Defective Product

Dear [Customer Service Manager's Name],

I am writing to formally complain about a defective item I purchased from your company on [purchase date]. The product, a [product name], has not functioned as expected since I received it.

Specifically, the issue is that [describe the defect in detail]. This defect has rendered the item unusable, and I am unable to enjoy the product as intended.

According to your company's return policy, I believe I am entitled to a [refund/replacement] for this faulty item. I have attached a copy of the receipt and any other relevant documentation to support my claim.

I would appreciate a prompt resolution to this matter. You can reach me at [your phone number] or [your email address] if you need any further information.

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

Sincerely,

[Your Name]