

Product Quality Issue Report

Date: [Insert Date]

To: Customer Service

From: [Your Name]

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Subject: Quality Issue with [Insert Product Name]

Dear Customer Service Team,

I am writing to report a quality issue with the [Insert Product Name] that I purchased on [Insert Purchase Date]. Unfortunately, I have encountered the following issues:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These issues have affected my experience with the product and I would appreciate your assistance in resolving them. Please let me know what steps we can take to address this matter. I look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Contact Information]