

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the [product name] that I purchased on [purchase date] from [store/website]. Unfortunately, I have encountered several issues with its functionality that have rendered it unsatisfactory for my needs.

Specifically, the problems I have experienced include: [list specific issues]. Despite following the instructions provided and troubleshooting the device, these issues persist.

As a loyal customer, I am disappointed with this experience and would appreciate your immediate attention to this matter. I would like to request [specific resolution: a refund, replacement, etc.].

Thank you for your consideration. I look forward to your prompt response regarding this issue.

Sincerely,

[Your Name]