

Formal Complaint Regarding Defective Product

Date: [Insert Date]

To,

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with a product I purchased from your company on [insert purchase date]. The product, [insert product name and model], has exhibited several issues related to its quality that render it defective and unsatisfactory for its intended use.

Specifically, I have encountered the following problems:

- [Describe the first issue]
- [Describe the second issue]
- [Describe any additional issues]

I believe these issues are a result of poor manufacturing or quality control and are not due to any misuse on my part. I have attached copies of my receipt and any relevant documentation for your reference.

As a resolution, I would appreciate a full refund or a replacement product of equal value. Please let me know how you will address this situation at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]