

# Formal Complaint Regarding Unsatisfactory Product Performance

[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 express my dissatisfaction with the [Product Name], which I purchased on [Purchase Date] from your [Store/Website]. Unfortunately, the product has not met my expectations due to [specific issues with product performance].

Despite my attempts to resolve this issue by [mention any steps taken, such as following instructions, contacting support, etc.], the problem remains unresolved. I believe that the product does not meet the quality standards that were promised.

As a valued customer, I would like to request a [refund/replacement] for the unsatisfactory product. I have attached a copy of my receipt and any relevant documentation to this letter for your reference.

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

Sincerely,

[Your Name]