

Formal Complaint Regarding Ineffective Product

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally express my dissatisfaction with a product I purchased from your company on [purchase date]. The product, [product name and description], has proven to be ineffective and not as described.

Despite following the instructions provided, the product failed to perform as expected. [Briefly describe the issues you faced with the product]. I believe this product does not meet the quality standards that your company advertises.

I would appreciate a prompt resolution to this matter. I request either a full refund or a replacement of the product. Please let me know the next steps to initiate this process.

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

Sincerely,

[Your Name]