

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the poor quality of goods I received from your company on [Insert Date of Purchase]. The [specific item name or description] was not up to the standards promised, and it has caused me considerable inconvenience.

The key issues I experienced include:

- [Briefly describe issue 1]
- [Briefly describe issue 2]
- [Briefly describe issue 3]

In light of these issues, I request a [refund/replacement/repair] of the product. I have included copies of my receipt and any relevant correspondence for your reference.

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

Sincerely,

[Your Name]