

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with the quality of merchandise I received from your company. On [Insert Purchase Date], I ordered [Insert Item Description] (Order Number: [Insert Order Number]), and upon receiving it, I noticed the following issues: [Briefly List Issues with the Item].

Given that the product did not meet the quality standards expected, I kindly request a full refund or a replacement. I have attached copies of my receipt and relevant photographs of the merchandise for your reference.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]