

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally file a complaint regarding a warranty issue I have encountered with a product I purchased from your store, [Product Name], on [Purchase Date], with the order number [Order Number]. Unfortunately, the product has not performed as expected and has developed [describe the issue briefly].

According to your warranty policy, I believe I am entitled to [mention what you expect, e.g., a repair, replacement, or refund]. I have attached a copy of my purchase receipt and any other relevant documentation for your reference.

I would appreciate your prompt attention to this matter and a response within [mention a specific timeframe, e.g., 14 days]. Should you need any further information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important issue.

Sincerely,
[Your Name]