

[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 complain about a defective piece of machinery that we purchased from your company on [purchase date]. The machinery, [model/serial number], has been experiencing [describe the issue] since [date of issue].

Sincerely,  
[Your Name]