

Formal Complaint Regarding Substandard Appliances

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

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

Dear Customer Service Manager,

I am writing to formally complain about the substandard appliances I purchased from your store on [purchase date]. The appliances in question are [list appliances] with model numbers [list model numbers].

Since the purchase, I have experienced the following issues: [describe issues clearly and concisely]. These problems have not only caused inconvenience but also concern regarding the safety and effectiveness of the products.

I kindly request that you address this situation promptly. I would appreciate a refund or a replacement of the faulty appliances. Please let me know how you intend to resolve this matter. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]