

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the malfunctioning tools that I recently purchased from your company, [Product Name/Model], on [Purchase Date]. Unfortunately, I have encountered consistent issues with the tools, including [briefly describe the issues: e.g., they do not operate as intended, components have broken, etc.].

These problems have not only caused inconvenience but have also hindered my ability to complete ongoing projects effectively. I have attempted to troubleshoot the issues following the instructions provided, but to no avail.

I kindly request a prompt resolution to this matter, whether through repair, replacement, or a full refund for the defective tools. I have attached copies of the receipts and any relevant documentation to assist in the processing of this complaint.

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

Sincerely,

[Your Name]