

Assessment of Recent Retail Purchase

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally assess my recent purchase from [Retail Store Name] made on [Purchase Date]. The details of the transaction are as follows:

- **Item Description:** [Item Name]
- **Purchase Amount:** [Amount]
- **Order Number:** [Order Number]

Upon evaluating the product, I have encountered the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

In light of these concerns, I would appreciate your prompt attention to this matter. I am hoping for a satisfactory resolution, whether it be a replacement, refund, or store credit.

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

Sincerely,

[Your Name]

[Your Contact Information]