

Professional Complaint Letter Template

Subject: Complaint Regarding Defective Product

Dear Store Manager,

I am writing to formally raise a complaint regarding a product I purchased from your store on [purchase date]. The item, [product name], was found to be defective upon usage, specifically [describe issue].

I request that the product be either replaced or a full refund issued at the earliest convenience.

Please let me know the procedure for returning the item and receiving a resolution.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Contact Information]

[Receipt/Invoice Number]

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