

Formal Complaint Letter

Subject: Complaint Regarding Defective Product

Dear [Company Name] Customer Service,

I recently purchased [Product Name] on [Purchase Date], and unfortunately, it is defective. The product [describe defect] does not function as advertised, and I am requesting a resolution as soon as possible.

Please advise on the process for repair, replacement, or refund. I have attached copies of my purchase receipt and warranty information for your reference.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Contact Information]

[Date]

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