Consumer Grievance Letter

Dear [Company/Organization Name],

I am writing to formally raise a grievance concerning a recent experience I had as a customer. On [date], I [briefly describe the issue, e.g., received a defective product, encountered poor customer service, etc.].

I kindly request a thorough investigation into this matter and a resolution that is fair and satisfactory.

I believe that addressing this grievance will not only rectify my specific issue but also contribute to the improvement of your services and customer satisfaction.

I appreciate your attention to this matter and look forward to a prompt resolution.

Sincerely,

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