

## Formal, Professional Letter

Subject: Complaint Regarding Defective Product

Dear [Company Name/Customer Service],

I recently purchased [Product Name] from your store on [Purchase Date], and I am writing to express my concern regarding its condition. Upon using the product, I noticed [describe defect or issue], which has rendered it [non-functional/unsatisfactory].

I request that you provide a replacement or arrange for a refund at your earliest convenience. I have attached a copy of the receipt and photographs of the defect for your reference.

Thank you for your attention to this matter. I look forward to a prompt resolution.

Sincerely,

[Your Name]

[Contact Information]

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