

Complaint Letter Template with Proof of Purchase

This template provides a structured **complaint letter with a copy of proof of purchase** to effectively communicate issues regarding a product or service. It includes essential elements such as a clear description of the problem, purchase details, and a request for resolution, while attaching the proof of purchase to support the claim. This format ensures that the complaint is professional, concise, and backed by evidence, facilitating a prompt and satisfactory response from the recipient.

Complaint Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name/Customer Service Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Complaint Regarding [Product/Service Name] – Request for Resolution

Dear [Recipient Name/Customer Service],

I am writing to formally complain about a recent experience regarding my purchase from your company. On **[Date of Purchase]**, I bought **[Product/Service Name and Description]** from your store/website. Please find attached a copy of the proof of purchase (receipt/order confirmation) for your reference.

Unfortunately, I have encountered the following problem(s) with the product/service:

[Clear and concise description of the issue – e.g., the product was defective, did not match the description, did not work as intended, the service was not provided as promised, etc.]

I request that you **[describe the resolution you seek – e.g., full refund, replacement, repair, service correction, etc.]** as soon as possible. I trust that your company values customer satisfaction and will address this matter promptly.

Please find attached a copy of my proof of purchase to support my claim. I look forward to your prompt response within [reasonable time frame, e.g., 14 days].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

Enclosure: Copy of proof of purchase (receipt, invoice, or order confirmation)