

Complaint Letter Template to Company (with Receipts as Proof)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Customer Service Department or Recipient Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding [Product/Service Name] – Receipts Enclosed

Dear [Recipient Name or "Sir/Madam"],

I am writing to formally bring to your attention an issue I have encountered with a recent purchase from your company. On [purchase date], I bought [product/service name], Order/Invoice number [XXXXXXXX], from [purchase location or website]. Unfortunately, [describe the problem clearly, e.g., the product does not function as described, arrived damaged, service was unsatisfactory, etc.].

To support my claim, I have attached the original purchase receipts as proof of transaction. The details are as follows:

- Product/Service: [Name/Description]
- Date of Purchase: [Date]
- Order/Invoice Number: [Number]
- Amount Paid: [Amount]

In accordance with your company's policy on [returns/exchanges/refunds/repairs], I kindly request a [state your requested resolution: refund, replacement, repair, etc.]. I trust that you will process my request promptly and address this matter to my satisfaction.

Please find attached copies of my receipts for your reference. If you require any additional information or documents, please contact me at your convenience.

Thank you for your immediate attention to this matter. I look forward to your prompt response and a satisfactory resolution.

Sincerely,
[Your Name]

Enclosures:

- Copy of purchase receipts
- [Any other relevant documents]