

Sample Complaint Letter with Attached Evidence

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Title (if applicable)

Company/Organization Name

Address

City, State, Zip Code

Subject: Formal Complaint Regarding [Brief Description of Issue]

Dear [Recipient Name],

I am writing to formally raise a complaint regarding [describe the issue, e.g., a faulty product, unsatisfactory service, etc.] that I purchased/experienced on [date of purchase/service]. Despite my previous attempts to resolve this matter informally, I have not received a satisfactory response.

On [date], I [explain what happened, including any relevant details about the event, product, or service]. As a result, I have suffered [state the impact, e.g., inconvenience, financial loss, etc.].

I have attached the following evidence to support my claim:

- Photos showing the issue
- Copy of the purchase receipt dated [date]
- Copies of previous correspondence regarding this matter

Please refer to the attached files for further verification.

I request that you [state your desired resolution, e.g., provide a replacement, issue a refund, offer compensation, etc.] at your earliest convenience. I expect your prompt attention to this matter, and I hope for a resolution by [date, e.g., within 14 days].

Please contact me at your earliest convenience to confirm receipt of this complaint and to inform me of the actions to be taken.

Sincerely,

[Your Name]

Attachments:

- Photo evidence (e.g., photo1.jpg, photo2.jpg)
- Purchase receipt (receipt.pdf)
- Previous correspondence (emails.pdf)