

Customer Complaint Letter with Photos as Supporting Documents

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

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

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

Dear [Recipient Name or "Customer Service"],

I am writing to formally complain about the [product/service name], which I purchased on [date of purchase] from [store/website name]. Unfortunately, the item/service has not met my expectations due to the following issues:

- [Describe Issue 1-e.g. product arrived damaged]
- [Describe Issue 2-e.g. product not as described or poor service experience]
- [Any other relevant issues]

To support my complaint, I have attached photos clearly illustrating the problems I have encountered. Please see the images below for reference:



Photo 1: [Brief description of what the photo shows]



Photo 2: [Brief description of what the photo shows]

I kindly request [a replacement, repair, full refund, or specified compensation], as per your company's policy. Please let me know the steps required to resolve this issue.

I look forward to your prompt response and an appropriate resolution.

Please feel free to contact me at [your phone number] or [your email address] should you require further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]