

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name/Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Consumer Complaint Regarding [Product/Service Name] – Proof of Purchase Attached

Dear [Recipient Name/Title],

I am writing to formally address an issue I have encountered with the [product/service name] that I purchased from your [store/website] on [purchase date], at [purchase location or order number].

The issue I am experiencing is as follows: [describe the issue in detail, including any malfunctions, defects, or service problems]. This has caused the following inconvenience: [briefly outline the impact or inconvenience caused].

To validate my claim, I have attached a copy of my proof of purchase (receipt/invoice) for your reference. The details of the purchase are as follows:

- **Date of Purchase:** [Purchase Date]
- **Product/Service Name:** [Product/Service Name/Model]
- **Order/Receipt Number:** [Order/Receipt Number]
- **Purchase Location/Website:** [Shop Name/Website URL]

In light of the above, I kindly request a [refund/replacement/repair] as resolution to this matter. Please let me know if you require any further information or clarification.

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

Sincerely,

[Your Name]

Attachments:

- Copy of Proof of Purchase (Receipt/Invoice)