

Your Name

Your Address

City, State, ZIP Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Complaint Regarding [Product/Service] – Photo Evidence Attached

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding the recent purchase of [product/service name], order number [order number] made on [purchase date]. I regret to inform you that I have experienced significant issues with this product/service, as detailed below.

Description of the Issue:

[Please provide a detailed account of the problem encountered, including any attempts made to resolve the issue directly, any correspondence with staff, and the impact this has had on you.]

Photo Evidence:

To support my claim, I have attached photographs clearly showing the issue in question:

- [Redacted]
[Brief description of evidence in photo 1]
- [Redacted]
[Brief description of evidence in photo 2]

Requested Resolution:

I kindly request that you [replace/refund/repair/etc.] the faulty product/service as soon as possible. I trust that, upon reviewing the evidence provided, you will be able to address my concerns promptly.

Please confirm receipt of this complaint and advise on the next steps or additional information you may require. I look forward to your swift response and a satisfactory resolution to this matter.

Sincerely,

[Your Name]

Attachments: Photo evidence as described above.

This letter template is for example purposes and may be customized as needed.