

Product Complaint Letter (with Proof of Purchase)

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

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

Subject: Product Complaint Regarding [Product Name/Model/Order Number]

Dear Sir or Madam,

I am writing to formally report an issue with the [product name/model], which I purchased from your company on [purchase date]. A copy of my proof of purchase (receipt/invoice) is attached to this letter for your reference.

Unfortunately, I have experienced the following problem(s) with the product:

[Clearly describe the problem, including what is wrong, when it occurred, and how it affects the product's use.]

I would appreciate it if you could [state your preferred resolution: refund, replacement, or repair]. According to your warranty/return policy, I believe I am entitled to [state your request and the relevant section of company policy, if applicable].

Please find my proof of purchase attached:

- [Receipt/Invoice Number]
- [Order confirmation, if applicable]

I look forward to your prompt response to this matter. Please contact me at [phone number or email address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]