

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

[Supplier/Manufacturer Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Poor Quality Product and Request for Immediate Replacement

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the recent purchase of **[Product Name and Model/Order Number]** received on **[Date of Delivery]**. Regrettably, the product does not meet the quality standards advertised or those I reasonably expected as your customer.

Upon inspection, I noticed the following issues:

- [Specific defect or failure #1]
- [Specific defect or failure #2]
- [Any additional issues]

These faults have rendered the product unfit for its intended purpose and are unacceptable, given our agreement at the time of purchase. I believe that this outcome does not reflect the service and quality that your company assures its customers.

In view of the above, I respectfully request an immediate replacement of the defective item with one that meets the quality and functional standards promised. Enclosed are copies of my purchase receipt and photographs of the product's faults for your reference.

I trust you will treat this matter with the urgency it requires and look forward to your prompt response. Should I not receive a satisfactory resolution within [reasonable timeframe, e.g., 10 business days], I will be compelled to pursue further consumer action.

Thank you for your attention to this matter. I look forward to a swift and positive resolution.

Sincerely,
[Your Name]