

Date: [Insert Date]

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Recipient Name

Recipient Title (if known)

Company Name

Company Address

City, State, ZIP Code

Subject: Formal Complaint Regarding Recent Transaction (Proof of Purchase Attached)

Dear [Recipient Name or "Customer Service"],

I am writing to formally address an issue concerning my recent transaction with **[Company Name]**. On **[Purchase Date]**, I purchased **[Product/Service Name]** (Order Number: **[Order/Invoice Number]**). Regrettably, I have encountered the following problems:

- [Clearly describe the problem with the product or service]
- [Explain any steps already taken to resolve the issue, if applicable]

I have attached a copy of my proof of purchase (**receipt/invoice**) to substantiate my claim and to facilitate a prompt resolution.

In light of the above, I kindly request that you [state your preferred resolution, e.g., "provide a replacement," "issue a refund," or "offer a repair"] at your earliest convenience.

Please let me know if any further information or documentation is required. I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]

Attachment: Proof of Purchase (Receipt/Invoice)