

Complaint Letter Template with Receipts as Proof of Purchase

Use this template to craft a clear and effective complaint letter regarding a faulty product or unsatisfactory service. Remember to attach or include copies of your receipts for verification.

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

[Recipient Name or "Customer Service"]
[Company Name]
[Company Address]
[City, State ZIP Code]

Subject: Complaint Regarding [Product/Service] – Request for [Refund/Replacement/Repair]

Dear [Recipient Name or "Customer Service"],

I am writing to formally notify you of an issue with the [product/service] I purchased from your company on [purchase date]. Please find attached a copy of my receipt as proof of purchase.

Purchase Details:

- **Product/Service:** [Product/Service Name]
- **Model/Serial Number (if applicable):** [Model/Serial Number]
- **Date of Purchase:** [Purchase Date]
- **Purchase Price:** [Amount]
- **Order/Invoice Number:** [Order/Invoice Number]

Issue Description:

[Briefly explain the problem with the product or service. Include when you first noticed the issue and any steps you have taken to resolve it.]

As evidence, I have enclosed/attached copies of my receipt(s) and any relevant documentation.

I kindly request [a full refund/replacement of the product/repair of the item/other desired resolution]. I expect your prompt response to this matter, and I would appreciate your assistance in resolving this issue within [reasonable timeframe, e.g., 14 days] of receiving this letter.

Thank you for your attention and cooperation. Please contact me at [your phone number or email address] if you require further information.

Sincerely,
[Your Name]

Enclosures: Copy/Copies of receipt(s), [any other proof or documentation]