

Sample Complaint Letter with Attached Proof of Purchase

This document serves as a **sample complaint letter with attached proof of purchase**, designed to help consumers formally address issues with a product or service. The letter clearly outlines the problem, includes relevant transaction details, and provides attached evidence such as a receipt or invoice to support the claim. This ensures effective communication with the seller or service provider, facilitating timely resolution and customer satisfaction.

[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 Name] – Proof of Purchase Attached

Dear [Recipient Name or Customer Service],

I am writing to formally bring to your attention an issue I have encountered with a recent purchase made from your company. On [purchase date], I bought [state product/service and brief description, e.g., "a Model X Vacuum Cleaner"] from your [store/website], as detailed in the attached proof of purchase (receipt/invoice number: [number]).

Unfortunately, the product/service has not met my expectations due to the following issue(s):

- [Briefly describe the problem, e.g., "The vacuum cleaner has stopped functioning after only two weeks of use despite following all instructions."]
- [List any other issues if applicable]

I have attached a copy of my proof of purchase for your reference.

I kindly request [state your preferred resolution, e.g., "a replacement unit" or "a full refund" or "repair of the product"] as soon as possible. I trust your company values customer satisfaction and will address this matter promptly.

Please contact me at your earliest convenience at [phone number] or [email address] should you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

Attachment: Proof of Purchase (Receipt/Invoice)