

Sample Complaint Letter: Poor Product Quality (Invoice Attached)

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

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

Subject: Complaint Regarding Poor Product Quality â€“ Invoice Attached

Dear [Supplier/Manufacturer Name],

I am writing to formally bring to your attention my dissatisfaction with the quality of the products delivered to me on [date of receipt], as per the attached invoice number [invoice number]. Unfortunately, the goods did not meet the expected standards, and I have observed the following issues:

- [Briefly describe defect/discrepancy 1, e.g., Items arrived damaged]
- [Briefly describe defect/discrepancy 2, e.g., Product specifications did not match the order]
- [Add more points as necessary]

The above-mentioned issues have caused considerable inconvenience, and I am unable to use the products as intended. As evidence of my purchase and for your reference, I have attached a copy of the invoice to this letter.

I kindly request an immediate resolution to this matter. Specifically, I would appreciate it if you could [state desired outcome: refund, replacement, or repair]. I trust you will address these concerns promptly to uphold your company's reputation for quality and customer satisfaction.

Please feel free to contact me at [your phone number] or [your email address] should you require further information or clarification regarding this complaint.

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

Sincerely,
[Your Name]

Attachment: Invoice #[[invoice number]]