

Sample Complaint Letter with Receipts as Supporting Evidence

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

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

Subject: Complaint Regarding [Product/Service] – Reference to Attached Receipts

Dear [Recipient's Name/Customer Service Manager],

I am writing to formally lodge a complaint regarding a recent purchase I made from your company. On [Purchase Date], I bought [describe product/service], as detailed in the attached receipts. Unfortunately, I have encountered the following issues:

- [Clearly state the specific issue or defect with the product/service]
- [List any attempts you have made to resolve the problem, if any]

I have attached copies of the relevant receipts as supporting evidence, which include:

- Receipt #[Number], dated [Date], for [Product/Service]
- Any additional supporting documentation, if applicable

As a resolution, I kindly request [refund/replacement/repair/other desired action]. I believe this request is justified considering the circumstances and in accordance with your company's return or warranty policy.

Please review the attached receipts and supporting documents, and contact me at your earliest convenience to discuss how this matter can be resolved satisfactorily. I look forward to your prompt response.

Sincerely,
[Your Name]

Attachments: Copies of Receipts