

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint with Warranty Claim and Invoice Attached

Dear [Recipient Name],

I am writing to formally bring to your attention an issue regarding a product/service I purchased from your company on [Purchase Date]. The item in question is [Product Name/Description, Model, Serial Number, etc.], as detailed in the attached invoice (Invoice Number: [Invoice Number]).

Unfortunately, I have experienced the following problem(s) with the product/service:

[Clearly describe the defect, malfunction, or issue experienced, including dates and any previous attempts made to resolve the problem, if applicable.]

According to the warranty terms provided at the time of purchase, this issue should be covered under the [Length] warranty, which is still valid. I have attached a copy of the warranty agreement and my original invoice for your reference.

Given the circumstances, I kindly request the following resolution:

[Select one: Repair | Replacement | Refund]

I trust that you will handle this matter with the urgency and diligence it deserves. If additional information or documentation is required, please do not hesitate to contact me at your earliest convenience.

I look forward to your prompt response and to an amicable resolution of this issue.

Sincerely,
[Your Name]

Attachments:

- Warranty Document
- Original Invoice