Name here

**Product Complaint**

**Letter**

Full Address:

Street:

Postal:

**Month Date, Year**

Department:

Company Name:

Full Address:

Street:

Postal:

**SUBJECT: PRODUCT COMPLAINT LETTER REGARDING**

**Dear Sir or Madam:**

I have recently ordered (ORDER #) a new pair of \_\_\_\_\_\_\_\_\_\_ (WRITE NAME OF PRODUCT) from your \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (WEBSITE/FB PAGE/LINK) on \_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE). I received the order on \_\_\_\_\_\_\_\_\_ (DATE). Unfortunately, when I opened it, I saw that the (PRODUCT) were used/damaged/broken. The \_\_\_\_\_\_\_\_\_ (PRODUCT) were \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DESCRIPTION). My order number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ORDER #).

To resolve the problem, I would like a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (REFUND/REPLACE/NEW PRODUCT) charged from my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BANK ACCOUNT #).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Write more reasons or issues, if you wish to).

Thank you for your time and hopefully, I shall get a response. I have been a satisfied client of your company since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YEARS) and this is \_\_\_\_\_\_\_\_\_\_\_\_ (FIRST TIME/ SECOND TIME) I have faced this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ISSUED/PROBLEM). If you need to contact me, you can reach me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CELL #).

**Sincerely,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YOUR FULL NAME)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SIGNATURE)