

CUSTOMER COMPLAINT LETTER

[DATE]

Dear [RECIPIENT NAME],

I am writing to your company with a complaint regarding the poor quality of product that I received. The product in question is [PRODUCT/SERVICES].

Among the problems that I've encountered include the following: [DETAIL]. As for the unsatisfactory product that I received, I can agree to a replacement or a refund, which you can send to my address.

I hope that the issue will be addressed accordingly. If you have any more questions or concerns, please feel free to contact me during office hours via phone [YOUR PHONE NUMBER] or email [YOUR EMAIL ID].

Regards,

[YOUR SIGNATURE]

[YOUR NAME]