**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name]**

[Company Name]

[Address]

[City, State ZIP Code]

**Subject: Complaint regarding [product/service] on [Date]**

Dear [Recipient Name],

I'm writing to share my dissatisfaction with the **[product/service]** I purchased/received from your **[location/store]** on **[Date]**.

I visited your **[location/store]** on **[Date]** and purchased/received **[product/service]**. Unfortunately, after using/experiencing it, I learned that it was **[explain the issue, such as "faulty" or "did not meet expectations"]**. For your convenience, I have included proof of purchase and photographs of the **[product/service]**.

I recognize that problems can emerge with any product or service, but my experience has left me profoundly unhappy. As a remedy to this situation, I would appreciate it if you could give me a replacement or refund.

I eagerly await your response and hope we can agree on this topic.

Thank you for your time and consideration in this situation.

Sincerely,

**[Your Name]**