

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Date]

[Recipient Name] [if applicable]

[Title] [if applicable]

[Company Name]

[Street Address]

[City, State, ZIP Code]

Dear **[Recipient Name]**:

On **[date]**, I purchased **[item or service]**. I made this purchase at **[location]** from **[salesperson]**. The product/serial/account number related to this purchase is **[number]**.

Unfortunately, the **[product or service]** was unsatisfactory because **[reason]**. This has caused **[additional issues if relevant]**. To resolve this issue, I would appreciate **[proposed solution in specific terms]**. I have enclosed copies of the pertinent records regarding this purchase and incident.

I am looking forward to your response and solution. I will wait **[reasonable time period]** for your response before pursuing additional third-party solutions to this issue. Please contact me at the address provided or at **[phone]** or **[email address]**.

Thank you for your prompt attention to this letter.

**[Your full name] [Your Signature]**

*Disclaimer: While every effort has been made to ensure the accuracy of this publication, it is not intended to provide legal, medical, accounting, investment, or any other professional advice as individual situations will differ and should be discussed with an expert and/or an attorney.*