

_____ , _____

_____, 20____

_____ , _____

Attn: Customer Service

Re: _____

Dear Sir/Madam:

Please give my concerns in this complaint letter your immediate attention.

_____, 20____, I did purchase the following item(s): _____

I have the following complaint/concerns regarding that purchase:

In order to adequately resolve my concerns, I require that you reimburse me for the full amount of the purchase price paid by me for above-mentioned product.

I may be contacted or reached in writing at my above address.

Thank you for taking the time to look into my concerns and for dealing with it in a prompt manner. I look forward to hearing from you as soon as possible.

Sincerely,
