[Date of Writing]

[Recipients Name]

[Recipients Address]

[Recipients Contacts]

SUBJECT: Complaint Letter for Poor services

Dear Mr./ Mrs./ Miss. [Last Name]

I am writing this letter to show my dissatisfaction with the home theatre I bought at your shops located on Greenspace Avenue on 20th July 2020. Upon reaching home, I noticed that the home theatre had a lot of defects. First, there was a missing adapter cable. Alongside with that, there left speaker wasn’t functioning properly as the right counterpart.

The home theatre doesn’t produce the acceptable quality and therefore, faulty. This system doesn’t match the one I was shown on display. One of the display was fully functional, and that convinced me to buy the system. I, therefore, saw it good to write this letter to reinforce our previous conversation from the phone.

I would like to have a replacement of the entire home theatre. Besides, I am giving you a period of 14 days to get the issue solved. Upon the expiry of the timeline, I will take further action by lodging formal complaints with the consumer affairs in my respective state.

Feel free to contact me through my phone number +1 626 43434343 or my email steve@email.com. I am ready and willing to discuss the issue further. Attached are the photocopies of the receipt for proof of purchase.

Yours sincerely,

[Your name]

Signature