

CONSUMER COMPLAINT LETTER

From:

Name: _____

Address: _____

Mobile: _____ Email: _____

To:

The Customer Service Manager / Grievance Officer

Company Name: _____

Address: _____

Date: ____ / ____ / ____

Subject: Complaint regarding defective product/poor service

Dear Sir/Madam,

I am writing to file a formal complaint regarding:

Product/Service Name: _____

Bill/Invoice Number: _____ Date of Purchase: _____

Amount Paid: ■ _____ Payment Mode: _____

Details of the Issue:

Previous Complaint/Contact (if any):

Date: _____ Reference/Ticket Number: _____

Response Received: _____

Resolution Sought:

☐ Full Refund ☐ Replacement ☐ Repair ☐ Compensation ☐ Other: _____

Documents Attached:

☐ Original Bill/Receipt ☐ Warranty Card ☐ Product Photos ☐ Other: _____

I request you to resolve this issue within 15 days from the receipt of this letter. If no satisfactory response is received, I will be compelled to file a complaint with the Consumer Forum.

I look forward to your prompt action.

Thanking you,

Yours faithfully,

(Signature)

Name: _____