(Date of Letter)

(Name of Company)

(Attn: Complaint Department)

(Street Address)

(City, State and Zip Code)

RE: General Product Complaint

To Whom It May Concern:

On the day of (month/year), the following product was purchased from your company:

(description of product purchased). This product does not comply with the expectations that I had relative to the product. It was my understanding that the product would

(description of product function); however, the product did not meet these expectations. Because I am not satisfied with this product, it is my intention to return the product. Kindly advise as to the appropriate procedure for product return.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.