

Your Address
Your City, State, Zip Code

Date (MM/DD/YYYY)

Company Name
Street Address
City, State, Zip Code

Dear [Company, or, To whom this may concern],

On [Date], I bought a(n) [What product], [Serial number], at your store in [City, State], for [Dollar amount].

The product [What is wrong with the product].

To resolve the problem, I would appreciate an exchange for an equivalent or better model, at no additional cost, or a refund of the [Dollar amount]. Enclosed are copies of relevant documents.

I look forward to your reply and to the resolution of my problem. Please contact me by mail, at the above address, or by phone, at [phone number, including area code].

Sincerely,

Your Signature
Your typed name

iSLCollective.com