## horizontal line**Consumer Grievance Letter**

[Your Name]  
[Your Address]  
[Your Contact Information]  
[Date]

[Company Name]  
[Department/Address]

**Subject:** Grievance Regarding [Product/Service Issue]

**Dear [Customer Service Manager/Representative],**

**Introduction:**I am writing to formally raise a grievance regarding [brief description of the issue], which I encountered after purchasing [product/service name] on [purchase date].

**Details of the Grievance:**

* Describe the nature of the problem, such as a defective product, poor service, or billing error.
* Provide relevant details like order numbers, dates, and any interactions with customer service.

**Impact of the Grievance:**

* Explain how this issue has affected you, such as inconvenience, financial loss, or dissatisfaction.

**Attempts to Resolve the Issue:**

* Mention any previous attempts to resolve the matter with the company’s customer service team.

**Desired Resolution:**

* Clearly state your expectations, such as a refund, replacement, or correction of service.

**Conclusion:**I hope that this grievance will be addressed promptly to restore my confidence in your company.

**Sincerely,**

[Your Signature]  
[Your Name]