

To,
Dale Carnegie,
Head – Consumer Complaints,
Hyper Electronics Ltd,
#34, Princeton Avenue,
Glamorgan,
London,
CF65 E34
07th January 2012

Subject: Complaint regarding replacement of defective Electric Toaster

Dear Mr. Dale,

I hereby wish to bring to you notice that the electric toaster that I have purchased from your company on 03rd January 2012 is defective. I received a sealed piece from your stores along with the warranty card. But when I opened the toaster and started to use it according to the instructions it did not work at all.

I am a loyal customer who has purchased many electronic products from your stores before but never faced such issues in earlier occasions. I request you to kindly replace the defective electric toaster at the earliest.

I am also enclosing a copy of the purchase bill for your perusal and records.

Thanking you in anticipation of a quick and positive response.

Sincerely,
Kennedy.