- 1. **Introduction**
- Greet the audience and officials present.
- Briefly introduce yourself and your relation to the issue.
- 2. **Statement of Concern**
- Clearly state the issue: poor quality of the product.
- Mention how you came to experience or notice this issue.
- 3. **Description of the Problem**
- Provide specific examples of the product's poor quality.
- Mention how many people are affected, if applicable.
- Highlight any failed attempts to resolve the issue with the company.
- 4. **Impact**
- Explain how the poor quality has negatively affected you and others.
- Discuss financial, emotional, or practical repercussions.
- 5. **Call to Action**
- Suggest specific actions for the company or officials to take.
- Request for better quality checks, refunds, or replacements, etc.
- 6. **Conclusion**
- Reiterate the importance of resolving the issue.
- End with a polite call for cooperation and resolution.