

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [specific issue] that I experienced on [date of incident]. Despite my efforts to resolve this matter informally, I feel compelled to bring it to your attention as it has significantly impacted my [experience/service/product].

[Provide a detailed description of the issue, including any relevant specifics and previous communications.]

I believe that addressing this issue is crucial in maintaining customer satisfaction and loyalty. I would appreciate your prompt attention to this matter and a response detailing how you plan to resolve it.

Thank you for your time and consideration. I look forward to your reply.

Sincerely,

[Your Name]