

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding Assistance

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding the assistance I received on [specific date] at [location or department].

Despite my expectations, the service provided was inadequate due to [briefly describe the issue]. This experience has caused me [explain any inconvenience or negative impact].

I kindly request [mention the specific resolution or assistance you are seeking]. I believe this would help in resolving the situation amicably and restoring my confidence in your organization.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]