

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with [briefly describe the issue] that occurred on [date of the incident].

[Provide a detailed description of the issue, including any relevant information such as order numbers, service dates, or other pertinent details.]

Despite my efforts to resolve this matter by [mention any previous communication or steps taken], I have not received a satisfactory resolution.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for addressing my concerns.

Sincerely,

[Your Name]