

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that I experienced on [date]. Despite my expectations of [product/service], I was disappointed with [details of the issue]. [Provide a brief description of what happened, including specific details such as times, dates, and locations if applicable.]

I have attempted to resolve this matter by [explain any previous communication or actions taken], but unfortunately, my concerns remain unaddressed.

I kindly request that you [state the desired outcome or resolution, such as a refund, replacement, or further assistance] to rectify this situation.

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

Sincerely,
[Your Name]