

[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],

Subject: [Brief Description of the Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue] that I experienced on [date or timeframe].

[Describe the issue in detail, including any relevant facts, events, and any prior communication.]

As a [customer/member/employee], I expected [mention expected service or product quality]. Unfortunately, [explain how the situation did not meet your expectations].

I kindly request that you [state what you would like the company to do to resolve the issue]. I believe this action would help restore my confidence in [Company/Organization Name].

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

Sincerely,  
[Your Name]