

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly].

[Explain the details of the issue, including relevant dates, names, and specifics. Be clear and concise.]

I have previously attempted to resolve this matter by [mention any previous communications or attempts made to address the issue].

Unfortunately, [explain the outcomes of those attempts].

I kindly request [state what resolution you are seeking, whether it be a refund, service adjustment, etc.]. I believe that this would be a fair resolution to the situation.

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

Sincerely,
[Your Name]