

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the product/service] that I purchased on [purchase date] from [location/website].

[Explain the issue in detail, including any relevant order numbers, dates, and interactions with customer service.]

Despite my efforts to resolve this matter by [mention any previous attempts to fix the issue], I have not received a satisfactory response.

I kindly request that [state the resolution you seek, e.g., a refund, replacement, etc.]. I believe this is a reasonable course of action considering the circumstances.

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

Sincerely,  
[Your Name]