

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

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

Dear [Recipient's Name],

Subject: Complaint Resolution Request

I hope this letter finds you well. I am writing to formally address a concern regarding [briefly describe the issue, e.g., "the recent service provided on [specific date]"].

[Provide a detailed account of the situation, including any relevant facts, dates, and individuals involved. Clearly state how the situation has impacted you or your business.]

I have attempted to resolve this matter through [mention any previous communication or attempts to resolve the issue], but unfortunately, I have not received a satisfactory response.

I kindly request your assistance in resolving this matter promptly. I believe that a resolution could include [suggest possible solutions or compensations].

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

Sincerely,

[Your Name]
[Your Position, if applicable]