

[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],

Subject: Complaint Regarding [Brief Description of the Issue]

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

The issue I am facing is [provide a detailed description of the issue, including what happened, when, and any relevant details].

I have tried to resolve this issue by [describe any steps you have already taken, such as contacting customer service, returning the product, etc.]. Unfortunately, [explain the outcome of those efforts].

I kindly request that you [state what you would like the company to do, such as refund, replacement, etc.]. I believe this is a reasonable request given the circumstances.

Attached are copies of [list any attached documents, such as receipts, photos, or correspondence].

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

Sincerely,
[Your Name]