

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

[Recipient's Name]
[Their Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

[Expand on the issue, providing specific details and any relevant dates].

I have attempted to resolve this matter by [explain any previous communications or attempts to resolve the issue], but unfortunately, [describe the outcome or lack thereof].

I believe that [explain your expectations or desired outcome].

Thank you for your attention to this matter. I hope to hear back from you soon to resolve this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]