

[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],

I am writing to formally express my dissatisfaction with [specific product/service] purchased from your company on [purchase date]. Despite my expectations, [describe the issue clearly and concisely, including any relevant details such as order number or specific incidents].

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

I would appreciate it if you could [state what you would like to see happen, such as a refund, replacement, or other resolution] to remedy this situation.

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

Sincerely,  
[Your Name]