

[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 [Service/Product Name]

I am writing to formally express my dissatisfaction with the service I received on [Date] regarding [specific service or product].

[Briefly explain the nature of the problem, mentioning any relevant details such as the transaction number, dates, or interactions with staff.]

Despite my attempts to resolve this matter by [mention any steps you have taken], I have not received a satisfactory response.

I kindly request that you address this issue promptly. I believe a resolution could include [mention your desired outcome].

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

Sincerely,
[Your Name]