

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Brief Subject of the Complaint]

I am writing to formally complain about [specific issue] that occurred on [date/occasion].

[Describe the issue in detail, including any relevant information such as product/service involved, location, and any previous communications related to the complaint.]

Despite my attempts to resolve this matter on [mention any previous attempts to contact or resolve the issue], I have yet to receive a satisfactory response.

I would appreciate it if you could [suggest possible resolution or action you would like to see].

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

Sincerely,
[Your Name]