

[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 [Product/Service]

1. **\*\*Introduction\*\***

- Briefly state the purpose of the letter.

2. **\*\*Details of the Complaint\*\***

- Describe the product/service in question.
- Include purchase details (date, location, order number).
- Outline the issues experienced.

3. **\*\*Attempts to Resolve\*\***

- Mention any previous attempts to contact customer service or resolve the issue.

- Include dates and responses received, if applicable.

4. **\*\*Desired Outcome\*\***

- Clearly state what you would like the company to do to resolve the issue.

5. **\*\*Conclusion\*\***

- Express appreciation for their attention to the matter.
- Include your expectation for a prompt response.

Sincerely,

[Your Name]