

[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],

I am writing to formally express my dissatisfaction with [specific issue]. On [date of incident], I [describe the situation briefly, including what happened and any relevant details].

Despite my attempts to resolve this matter by [explain any previous communication or actions taken], I have not received a satisfactory response.

I kindly request that you address this issue by [state what resolution you are seeking].

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

Sincerely,
[Your Name]