

[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],

I am writing to formally express my dissatisfaction with [specific issue/incident] that occurred on [date].

[Provide a detailed description of the complaint, including any relevant facts and your expectations.]

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,
[Your Name]