

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

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

Dear [Recipient's Name],

Subject: [Brief Description of Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue or situation].

[Explain the situation in detail, including dates, locations, and any relevant information.]

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

I would appreciate it if you could [state what you would like them to do, e.g., issue a refund, provide a replacement, etc.].

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

Sincerely,  
[Your Name]