

[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 or "Customer Service Manager"],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the product, service, or experience]. On [date], I [explain what happened and any relevant details].

Despite my expectations, [describe any additional issues or failures]. I have tried to resolve this problem through [mention any previous communication or actions taken].

I believe this issue warrants attention due to [explain the impact it has had on you]. I would appreciate it if you could [state what you want to be done, e.g., a refund, replacement, etc.].

Thank you for taking the time to address my complaint. I look forward to your prompt response to this matter.

Sincerely,  
[Your Name]