

[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],

I am writing to formally complain about [specific issue] that I experienced on [date of incident]. Despite my expectations, [describe the details of the situation, including what happened and how it affected you].

I have tried to resolve this issue by [mention any previous attempts to contact the company, including dates and responses], but unfortunately, the problem remains unresolved.

I would appreciate your prompt attention to this matter and look forward to your response. I hope we can come to a satisfactory resolution soon.

Thank you for your attention to this important issue.

Sincerely,
[Your Name]