

[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],

Subject: [Brief Subject of Complaint]

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding [specific issue or service] that occurred on [date of incident].

[Description of the issue: detail what happened, where it happened, and why it is a concern.]

I have attempted to [mention any prior attempts to resolve the issue, e.g., contacted customer service, etc.], but unfortunately, the matter remains unresolved.

I kindly request that you [specific action you desire, such as a refund, replacement, etc.]. I believe this is a fair request given the circumstances.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]