

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

Dear [Recipient Name or "Customer Service Team"],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally address an issue I have encountered with [specific product/service] that I purchased on [purchase date] under the order number [order number].

[Describe the issue in detail, including what went wrong, any previous attempts to resolve it, and how it has affected you.]

I expected [mention your expectations based on company policies, warranties, or previous interactions], but unfortunately, this situation has not been resolved to my satisfaction.

I would appreciate your prompt attention to this matter and a response by [specific date]. I look forward to your resolution of this issue.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]