

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date]. Despite my previous attempts to resolve this matter [mention any previous communication or attempts], I have not received a satisfactory response.

The reasons for my complaint are as follows:

1. [Detail the first reason or issue]
2. [Detail the second reason or issue]
3. [Detail any additional reasons or issues]

I believe that [state your expectations or desired resolution]. I hope that you can address this matter promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]