

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

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

Dear [Recipient's Name],

I am writing to formally complain about [describe the issue or problem briefly].

On [date of incident], I [explain what happened, including any relevant details]. Despite my attempts to resolve this matter by [mention any actions taken, e.g., contacting customer service, visiting the store], I have not received a satisfactory resolution.

I would appreciate it if you could [state what you would like the recipient to do]. I am looking forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]