

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, Postcode]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date].

[Briefly explain the issue in detail, including any relevant information such as order numbers, dates, and individuals involved.]

Despite my attempts to resolve this matter by [mention any previous communications or attempts to resolve the issue], I have not received a satisfactory response.

I would appreciate it if you could investigate this matter and provide me with a prompt resolution.

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

Yours sincerely,
[Your Name]