

[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],

Subject: Complaint Regarding Unresolved Issues

I am writing to formally address my concerns regarding [briefly describe the issue, e.g., a product defect, service delay, etc.], which remains unresolved despite my previous attempts to seek assistance on [mention dates or previous communications].

[Expand on the issue, providing specific details about the problem, what actions you have taken, and any previous correspondence or resolutions proposed.]

Unfortunately, my attempts to resolve this matter have not been successful, and I feel that my concerns have not been adequately addressed. [Explain the impact of the unresolved issue on you or your situation.]

I kindly request that you review my case and provide a resolution at your earliest convenience. I believe that a prompt response will not only resolve this situation but will also uphold the reputation of [Company Name].

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

Sincerely,

[Your Name]