

[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 or "Customer Service"],

Subject: [Brief Subject of Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue or product/service].

On [date of the incident], I [describe what happened, including details such as the location, time, and nature of the complaint].

Despite [any actions you took to resolve the issue], the problem remains unresolved.

I kindly request that [state your desired resolution or action].

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

Sincerely,  
[Your Name]