

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

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

Dear [Recipient's Name],

Subject: Complaint Resolution Request

I am writing to formally address a complaint regarding [briefly describe the issue, e.g., a defective product, poor service, etc.] that I encountered on [date of incident].

[Provide a detailed description of the issue, including any relevant details such as order number, account number, and previous communications related to the complaint.]

I have attempted to resolve this matter by [mention any actions you have taken, e.g., calling customer service, emailing support, etc.], but unfortunately, I have not received a satisfactory response.

I kindly request that you [state your desired outcome, e.g., a refund, replacement, etc.], and I believe this action is justified due to [explain why you believe the resolution is appropriate].

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue amicably.

Sincerely,  
[Your Name]