

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Service/Product Name]

I am writing to formally express my dissatisfaction with the service I received on [date] regarding [brief description of the service or product].

[Explain the issue in detail, including what went wrong, how it affected you, and any steps you have already taken to resolve it.]

I believe this situation warrants corrective action, such as [suggest a resolution--refund, replacement, etc.]. I appreciate your attention to this matter and hope for a prompt resolution.

Thank you for your assistance. I look forward to your response.

Sincerely,
[Your Name]