

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, Zip Code]

Dear [Recipient's Name],

I am writing to express my dissatisfaction regarding [specific issue] that I experienced on [date] at [location or event]. Despite my expectations, [describe the situation briefly, including what went wrong and any relevant details].

I believe that [explain why this situation is unacceptable, referencing any company policy or expectation], and I would appreciate it if you could [state your desired outcome or resolution].

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

Sincerely,

[Your Name]