

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

To,

The [Designation/Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of the Complaint]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my concern regarding [describe the issue briefly, e.g., "an unsatisfactory service" or "an unresolved issue"].

On [date], I [describe what happened, including relevant details such as location, service received, etc.]. This has caused [explain how it has affected you, e.g., "inconvenience," "financial loss," etc.].

Despite my attempts to resolve this issue by [mention any previous communications or actions taken], I have not received a satisfactory response.

I request that [state clearly what you want the recipient to do, e.g., "a refund," "an explanation," etc.].

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

Sincerely,

[Your Name]