

[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 [Issue]

1. ****Introduction****

- Briefly introduce yourself and your purpose for writing.

2. ****Description of the Issue****

- Clearly describe the problem you encountered with [specific product/service], including dates and relevant details.

3. ****Impact of the Issue****

- Explain how the issue has affected you or your experience as a customer.

4. ****Previous Attempts to Resolve****

- Mention any previous communications or attempts to resolve the issue and the responses received.

5. ****Desired Resolution****

- State what action you would like the company to take to resolve the issue.

6. ****Conclusion****

- Express appreciation for their attention to the matter and state your hope for a prompt resolution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]