

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of Complaint]

I am writing to formally express my dissatisfaction with [specific issue or incident] that occurred on [date]. Despite my efforts to resolve this matter, I feel compelled to bring it to your attention.

[Provide a detailed account of the issue, including any relevant information such as order numbers, dates, and people involved.]

I have already attempted to resolve this issue by [mention any previous steps taken, such as phone calls or emails], but unfortunately, [describe the outcome of those efforts].

I kindly request that you [state what resolution you seek, such as a refund, replacement, or other action]. I believe this is a reasonable request given the circumstances.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my complaint.

Sincerely,

[Your Name]