

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

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

Dear [Recipient's Name],

Subject: [Brief Description of Complaint]

I am writing to formally express my complaint regarding [specific issue].

This incident took place on [date] at [location or context].

I was disappointed to experience [describe the issue in detail, including any relevant facts and figures].

Despite my attempts to [mention any prior communication or actions taken], the issue remains unresolved. I believe it is essential for [mention any relevant policies, customer service standards, or agreements].

I kindly request that [state your desired outcome or resolution]. I hope to resolve this matter promptly and amicably.

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

Sincerely,
[Your Name]