

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, Postcode]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue or problem] that occurred on [date] at [location or context of the issue].

Despite my attempts to resolve this matter through [mention any previous communication methods or attempts], I have not received a satisfactory response. [Describe the problem in detail, including any relevant facts or events].

I believe this situation is inconsistent with the standards I expect from [Company/Organization Name]. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Contact Information]