

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue]. On [date of occurrence], I [describe the event or issue in detail, including any relevant information such as purchase details, location, etc.].

Despite my attempts to resolve this matter by [mention any previous communication or steps taken], I have not received a satisfactory response. This has caused [describe any impact, inconvenience, or loss caused by the issue].

I kindly request that you [state your desired resolution or action]. I believe this is a reasonable resolution considering the circumstances. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]