

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization's Name]  
[Company 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] that I experienced on [date]. Despite my expectations of high-quality service from [Company/Organization's Name], my recent experience has been unsatisfactory due to [details about the issue].  
[Describe the issue in detail, including any relevant facts and context. Mention any previous communications about the matter, if applicable.]  
I would appreciate your attention to this matter and request [specific resolution you seek, e.g., a refund, replacement, etc.].  
Thank you for addressing my concerns. I look forward to your prompt response.  
Sincerely,  
[Your Name]