

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

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

Dear [Recipient's Name],

I am writing to formally express my complaint regarding [specific issue]. Despite my attempts to resolve this matter through [previous communication methods], I feel it is necessary to escalate this issue. On [date of incident], I [describe what happened, including relevant details and any interactions with customer service]. Unfortunately, this experience has [explain how it affected you, such as inconvenience, financial loss, etc.].

I believe this issue warrants your attention and require resolution. I expect [specific action you would like the company to take, such as a refund, replacement, etc.].

Thank you for addressing this matter promptly. I look forward to your timely response.

Sincerely,
[Your Name]