

[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],

I am writing to formally express my dissatisfaction with [specific issue or situation] that occurred on [date or time of occurrence]. Despite my expectations of quality service from [Company/Organization Name], I was disappointed due to [describe the issue in detail].

[Explain any previous communication about the issue and what response you received, if applicable.]

As a loyal customer, I believe that my concerns should be addressed promptly. I hope that you can resolve this matter to restore my confidence in your company.

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

Sincerely,
[Your Name]