

[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 dissatisfaction regarding [specific issue] that I experienced on [date]. Despite my expectations, [describe the issue in detail, including any relevant information].

I believe that [explain why the issue is unacceptable], and I am disappointed in the lack of resolution to my concerns.

I kindly request [state what you want as a resolution, e.g., a refund, replacement, etc.]. I hope to see this matter addressed promptly.

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

Sincerely,
[Your Name]