

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date] at [location or business name].

[Describe the issue in detail, including what happened, when, and the impact it had on you.]

I have made previous attempts to resolve this matter by [mention any previous communication or steps taken], but unfortunately, [explain why those attempts were unsatisfactory].

I kindly request [state your desired resolution, whether it be a refund, replacement, etc.].

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,
[Your Name]