

[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]

Subject: Complaint Regarding [Specify Issue]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my dissatisfaction with [describe the product, service, or experience briefly].

On [date], I [explain what occurred, including relevant details such as model numbers, order numbers, and specifics of the interaction].

Despite my efforts to resolve this issue through [mention attempts like customer service calls, emails, etc.], I have yet to receive a satisfactory response or resolution.

I kindly request [state what you would like as a resolution, e.g., refund, replacement, etc.]. Enclosed are copies of [mention any documents, receipts, or photographs attached to support your case].

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

Sincerely,
[Your Name]