

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Briefly State the Issue]

I am writing to formally express my dissatisfaction with [briefly describe the product/service] that I purchased on [purchase date] from [store/website name].

[Provide a detailed account of the issue, including specific dates, interactions, and any relevant information.]

I expect [state your desired resolution, e.g., a refund, replacement, etc.]. Please find attached [mention any supporting documents, if applicable].

I hope to resolve this issue promptly and look forward to your swift response. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments (if any)]