

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with [specific product/service] that I purchased on [purchase date] from [store/location].

My complaint pertains to [briefly describe the issue, including any relevant details such as model number, order number, etc.]. Despite my expectations, I encountered [explain the problem clearly, e.g., malfunction, poor quality, etc.].

I have attempted to resolve this issue by [mention any steps taken, such as contacting customer service, visiting the store, etc.], but unfortunately, [explain the outcome].

As a loyal customer, I expected better service and quality, and I believe I deserve a resolution to this matter. I kindly request [state your desired outcome, e.g., a replacement, refund, etc.].

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

Sincerely,  
[Your Name]