

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue, e.g., product/service failure, bad service, etc.] that I experienced on [date of incident].

[Provide a detailed description of the issue, including any relevant information such as order number, dates, and specific interactions.]

As a [describe your relationship with the company, e.g., loyal customer, first-time buyer], I expected a resolution to this issue. However, [explain how your expectations were not met].

I kindly request that this matter be addressed promptly. I would appreciate [state what form of resolution you are seeking, e.g., a refund, replacement, apology, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]