

[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],

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my complaint regarding [briefly describe the issue, e.g., poor service, defective product, etc.] that I experienced on [date].

[Provide a detailed explanation of the issue, including any relevant facts or experiences.]

I expected a resolution such as [state your desired outcome or solution].

I look forward to your prompt attention to this matter and a response by [specific timeframe].

Thank you for your consideration.

Sincerely,

[Your Name]