

[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 [Issue/Subject]

I am writing to formally express my dissatisfaction regarding [briefly state the issue] that occurred on [date] involving [any relevant details].

[Provide a detailed description of the issue, including any relevant order numbers, dates, and interactions with customer service.]

I believe this matter warrants your immediate attention and request a resolution in the form of [state your desired outcome, e.g., refund, replacement, apology].

I appreciate your prompt attention to this issue and look forward to your response.

Sincerely,

[Your Name]

[Signature if sending a hard copy]