

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Subject of the Complaint]
I am writing to formally express my dissatisfaction regarding [briefly
explain the issue].
[Detailed description of the complaint, including relevant facts, dates,
and any previous correspondence or attempts to resolve the issue.]
I have attached [any relevant documents or evidence] to support my
complaint.
I would appreciate your attention to this matter and a prompt resolution.
Please let me know how you plan to address this issue.
Thank you for your consideration.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]