

Your Name

Your Address

City, State, Zip Code

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally lodge a complaint regarding [briefly state the issue, e.g., a product/service issue].

[Describe the issue in detail, including relevant dates, locations, and any other pertinent information.]

Despite my attempts to resolve this matter by [mention any previous attempts to resolve the issue], I have yet to receive a satisfactory response.

I expect [state your desired resolution]. Please respond to this complaint by [set a deadline for response, if applicable].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Optional: Any additional remarks or notes]