

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly, e.g., a product, service, or experience].

[Provide details about the issue, including order numbers, dates, or any relevant information. Explain what specifically happened and how it affected you.]

I believe that this matter requires urgent attention and would appreciate [state what resolution you are seeking, e.g., a refund, replacement, or further action].

Thank you for your time and consideration. I look forward to your prompt response to this issue.

Sincerely,

[Your Name]