

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

[Date]

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

Complaint Letter

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [describe the issue briefly]. The incident occurred on [date of incident] at [location].

Despite my efforts to resolve this matter by [mention any previous attempts], I have not received a satisfactory response or resolution.

I would appreciate it if you could [state what you would like the recipient to do]. I hope to see this issue resolved promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]