

[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 [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date] involving [product/service]. Despite my attempts to resolve this matter through [describe any previous communication or action taken], I have not received an adequate resolution.

[Provide a detailed description of the issue, including relevant facts and any supporting documentation attached, if applicable.]

I would appreciate your prompt attention to this matter and request [specific resolution you seek, e.g., a refund, replacement, etc.]. Thank you for your attention to this issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]