

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with [specific issue or product/service] that I encountered on [date].

Despite my expectations for [expected outcome or service], I was met with [describe the issue, including any relevant details such as how it deviated from what was promised].

I have tried to resolve this matter by [mention any previous communication or attempts to fix the issue], but unfortunately, [explain why that did not work].

Therefore, I request [specific resolution you are seeking], and I believe this would be a fair resolution to the matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,
[Your Name]