

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

Dear [Recipient's Name],

I am writing to formally express my concern regarding [specific issue or situation] that occurred on [date] at [location or event].

Despite my attempts to resolve this matter informally by [mention any steps taken, e.g., speaking with a manager, calling customer service], I have not received a satisfactory response.

The main issues I would like to address are as follows:

1. [Clearly state the first issue, including any relevant details]
2. [Clearly state the second issue, if applicable]
3. [Clearly state any further issues, if applicable]

I believe it is important for customers to receive fair treatment and for businesses to uphold their commitments. I kindly request that you investigate this matter and take appropriate action to address my concerns.

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

Sincerely,

[Your Name]