

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Issue/Service/Product]

I am writing to formally express my dissatisfaction with [specific issue, service, or product] that I encountered on [date]. Despite my expectations and previous experiences with your company, this particular situation has caused [briefly describe the impact it had on you].

[Explain the details of the complaint, including what happened, any relevant interactions with customer service, and why you believe the issue is significant.]

I would appreciate a prompt resolution to this matter, such as [state what resolution you are seeking, e.g., refund, replacement, etc.]. I believe this would be a fair response given the circumstances.

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

Sincerely,
[Your Name]