

[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 Resolution - [Brief Description of the Issue]

I am writing to formally address a concern regarding [briefly describe the issue] that occurred on [date] in relation to [product/service].

Despite [mention any prior attempts made to resolve the issue, if applicable], I am still seeking a satisfactory resolution.

The details of my complaint are as follows:

- Date of incident: [Date]
- Description of the issue: [Provide a detailed explanation of the complaint]
- Previous communication: [Mention references to any previous correspondence or conversations]

I believe I am entitled to [mention what resolution you are seeking, e.g., a refund, replacement, repair]. I kindly request that you address this issue urgently and provide me with a response by [specific deadline].

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

Sincerely,

[Your Name]