

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

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

Dear [Recipient's Name],

****Subject: Complaint Regarding [Issue/Concern]****

I am writing to formally express my dissatisfaction with [describe the issue/concern briefly].

[Paragraph detailing the specifics of the issue, including dates, events, and any previous communication related to the matter.]

I believe that [explain why your concern is valid and any relevant policies or consumer rights that support your complaint].

To resolve this issue, I would appreciate it if you could [state what action you would like to be taken or how you would like the issue to be resolved].

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

Sincerely,
[Your Name]