

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

Dear [Recipient's Name or 'Customer Service'],

Subject: Complaint Regarding [Subject/Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., "the product/service I received on [date]"].

[Provide a detailed description of the issue, including any relevant information such as order number, dates, and specific problems encountered.]

[Explain any attempts you have made to resolve the issue, such as previous communications with customer service.]

As a valued customer, I expected [mention your expectations and how the situation did not meet them].

I kindly request [state your desired resolution, e.g., a refund, replacement, etc.].

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

Sincerely,
[Your Name]