

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with
[product/service] that I purchased on [date] from [location/website].
Despite my initial expectations, I have encountered several issues,
including [briefly describe the specific problems].

[Provide a clear and concise account of the issue, including relevant
details, dates, and any previous correspondence regarding the matter.]

As a loyal customer, I expected [mention your expectations or previous
experiences]. Unfortunately, this experience has not met those
expectations.

I kindly request [state what you would like the company to do, e.g., a
refund, replacement, service correction], and I believe this request is
fair based on the circumstances.

Thank you for your attention to this matter. I hope to hear from you soon
regarding a resolution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]