

[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],

I am writing to formally express my dissatisfaction regarding [specific issue or product/service] that I encountered on [date]. Despite my expectations, [describe the issue in detail].

I believe that this situation could be resolved by [suggest a solution or action you want taken].

I have attached copies of [mention any documents such as receipts or photos, if applicable] for your reference.

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

Sincerely,  
[Your Name]