

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

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

Dear [Recipient's Name],

Subject: [Brief Description of Your Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue or product/service] that I encountered on [date]. Despite my attempts to [mention any prior communications or attempts to resolve the issue], the situation remains unresolved.

[Provide details of the issue, including any relevant facts, dates, and experiences that support your complaint.]

I request that you take appropriate action to address my complaint by [state what resolution you seek].

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

Sincerely,
[Your Name]