

[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/Customer Service Manager],
Subject: Complaint Regarding [Specific Issue]

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

[Provide details of the incident, including date, location, and specific circumstances surrounding the issue.]

I believe this matter requires immediate attention because [explain why the issue is significant and how it affects you].

I expect [describe the resolution you are seeking, such as a refund, replacement, or another form of compensation].

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

Sincerely,
[Your Name]