

```plaintext

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of Issue]

I hope this message finds you well. I am writing to formally express my concerns regarding [describe the issue briefly, including relevant details such as dates, locations, and any previous communications].

[Provide a detailed account of the issue, including any pertinent information that supports your complaint. If applicable, mention any attempts made to resolve the issue prior to this letter.]

I believe that this matter requires your immediate attention and rectification. I kindly request [state your desired outcome, such as a refund, repair, action to be taken, etc.].

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

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