

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

[Recipient's Name]
[Company/Organization Name]
[Company 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 regarding [specific issue] that occurred on [date or timeframe] involving [product/service/experience].

[Describe the details of the issue, including any relevant facts, events, or interactions.]

[Explain how this issue has affected you and what actions you have taken to resolve it, if applicable.]

I believe that [mention any expectations or standards that were not met], and I would appreciate your prompt attention to this matter.

I kindly request [state what resolution you seek, such as a refund, replacement, an apology, or corrective action].

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

Sincerely,
[Your Name]