

[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],

Subject: Complaint Regarding [Briefly State the Issue]

I am writing to formally express my dissatisfaction with [describe the issue, product, or service] that I encountered on [date of incident]. Despite my expectations of [company/product/service], I faced [explain the problem in detail].

[Include any relevant details, such as previous correspondence, receipts, or order numbers.]

As a loyal customer, I believe my concerns are valid, and I am hopeful that you will address this matter promptly. I would appreciate it if you could [state your desired outcome or resolution].

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

Sincerely,
[Your Name]