

[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 [Issue Brief Description]

I am writing to formally express my dissatisfaction with [describe the issue clearly and concisely].

[Explain the issue in detail, including any relevant dates, product details, services, purchases, etc. Include any previous communications.]

Due to this situation, I [state any inconvenience or problem caused by the issue]. I believe that [describe what you expect as a resolution].

I would appreciate your prompt attention to this matter and look forward to your response. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]