

[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 Description]

I am writing to formally express my dissatisfaction with [specific issue] that I encountered on [date] at [location or context]. Despite my expectations for quality/service from your company, I found [specific details of the complaint].

[Describe the issue in detail, including any attempts to resolve it, interactions with staff, and relevant dates.]

I believe that this situation does not reflect the standards of [Company Name], and I would appreciate your prompt attention to addressing my concerns. I request [state desired resolution, e.g., a refund, exchange, apology, etc.].

Thank you for taking the time to address my complaint. I look forward to your prompt response.

Sincerely,
[Your Name]