

[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],
1. Introduction
- State the purpose of the letter.
- Mention the date of the incident or transaction.
2. Description of the Issue
- Explain the details of your complaint clearly and concisely.
- Highlight any relevant information or documentation.
3. Impact
- Describe how the issue affected you.
- Express any inconvenience or distress caused.
4. Resolution Sought
- Clearly state what you want from the recipient (e.g., refund, replacement, apology).
5. Closing Statement
- Express hope for a prompt resolution.
- Include your contact information for follow-up.
Sincerely,
[Your Name]