

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip]

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 of incident]. Despite my attempts to resolve this matter [brief description of attempts made], I have not received a satisfactory response.

[Detailed explanation of the issue, including relevant details such as what happened, how it affected you, and any relevant policies or agreements.]

I kindly request that you take the necessary steps to resolve this matter promptly. [Mention any specific actions you expect, such as a refund, replacement, or apology.]

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]