

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding an experience I had with [specific issue or service] on [date of incident]. [Describe the incident in detail, including what happened, who was involved, and how it impacted you. Be specific about the circumstances leading to your complaint.]

I expected [mention your expectation or what you believe should have happened] but unfortunately, this was not the case.

I would appreciate your prompt attention to this matter, and I hope to see a resolution that reflects the standards of service I believe your company upholds.

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

Sincerely,  
[Your Name]