

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date of incident]. Despite my previous attempts to resolve this matter by [mention previous communication, if any], I have not received an adequate response.

[Describe the issue in detail, including any relevant facts and your expectations for resolution.]

I kindly request that you address this issue promptly and provide a resolution by [mention a specific timeframe if applicable].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]