

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date]. This matter has significantly affected [explain how it has affected you or your situation].

[Provide a detailed account of the issue, including relevant facts, dates, and any previous correspondence regarding the issue. Be clear, concise, and factual.]

I have attempted to resolve this matter by [mention any prior attempts to address the issue or communicate with the company/organization], yet the responses have been inadequate.

I kindly request [state the action you seek, such as a refund, correction, or other resolution]. I hope for a prompt response to this matter to avoid any further escalation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]