

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

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

Dear [Recipient's Name or Customer Service Department],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe issue, e.g., a product/service] that I purchased from your company on [purchase date].

[Explain the details of the complaint, including relevant facts, dates, and any previous communication regarding the issue.]

I believe this situation is unacceptable due to [mention why it is unsatisfactory, e.g., poor quality, lack of service, etc.], and I kindly request [state what action you would like them to take].

Thank you for your attention to this matter. I hope to hear back from you soon.

Sincerely,
[Your Name]