

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

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

Dear [Recipient's Name],

Subject: Complaint Resolution Request

I hope this letter finds you well. I am writing to formally address my concerns regarding [brief description of the complaint] which occurred on [date or timeframe]. Despite previous attempts to resolve this issue, I have not received a satisfactory response.

Details of the complaint:

- Nature of the issue: [detailed explanation]
- Relevant documentation: [reference any attached documents]
- Effects of the issue: [explain how this has impacted you or your organization]

I kindly request your assistance in resolving this matter promptly. I am looking for [state your desired outcome, such as a refund, corrective action, etc.].

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

Sincerely,

[Your Name]

[Your Position, if applicable]