

[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],

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [specific issue or service] that I experienced on [date]. Despite my expectations of receiving quality service from [Company/Organization Name], I was disappointed due to the following reasons:

1. [Detail specific issue #1]
2. [Detail specific issue #2]
3. [Any additional relevant information]

I have attempted to resolve this matter by [mention any previous attempts to address the issue], but unfortunately, I have yet to receive a satisfactory response.

I seek your urgent attention to rectify this situation and would appreciate a prompt response. Thank you for your time and consideration.

Sincerely,
[Your Name]