

[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],

I am writing to formally express my complaint regarding [specific issue or incident] that occurred on [date(s)]. Despite my previous attempts to resolve this matter, I have not received a satisfactory response.

[Provide a detailed description of the issue, including any relevant information such as order numbers, dates, and interactions with customer service, if applicable.]

I kindly request that you [mention the resolution you are seeking, e.g., refund, replacement, etc.]. I believe this action is warranted because [provide reasons supporting your request].

I look forward to your prompt attention to this matter and hope for a swift resolution. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]