

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [briefly describe the issue].

Despite my expectations for [insert specific details about the service/product], I encountered several issues including [list issues, e.g., poor quality, delays, unhelpful customer service].

This experience has been disappointing, especially since I had chosen [Company/Organization Name] based on [mention any prior positive experiences or reputation].

I would appreciate it if you could [suggest a resolution or provide a specific request, e.g., a refund, replacement, or other compensation]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]