

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

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

Dear [Recipient Name],

Subject: Request for Complaint Resolution

I hope this message finds you well. I am writing to formally request a resolution regarding a complaint I previously submitted on [date of initial complaint] concerning [briefly describe the issue].

Despite my attempts to resolve this matter informally, I have yet to receive an adequate response. [Explain any relevant details about your previous communication or interactions].

I would appreciate it if you could investigate this issue and provide a resolution at your earliest convenience. I believe that a timely response would be beneficial in maintaining our positive relationship.

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

Sincerely,  
[Your Name]