

[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],

I am writing to formally express my concerns regarding [specific issue or incident] that occurred on [date]. Despite my previous attempts to address this matter verbally, I feel it is necessary to document my complaint in writing.

[Provide a detailed description of the issue, including any relevant facts and background information. Be as specific as possible.]

I expected [describe your expectations or what was promised], and I was disappointed to find that [explain how reality differed from your expectations].

I would appreciate your prompt attention to this matter and a resolution that addresses my concerns. I believe that [suggest a potential solution or outcome you would like to see].

Thank you for taking the time to consider my complaint. I look forward to your response.

Sincerely,
[Your Name]