

[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 or "Customer Service Manager"],
I am writing to formally lodge a complaint regarding [brief description of the issue, e.g., a defective product, poor service, etc.].
On [date of incident], I [describe what happened, including relevant details such as location, what was purchased, etc.]. Unfortunately, this experience did not meet my expectations due to [explain the specific issue briefly].

I have attempted to resolve this matter by [mention any previous communication/attempts made, e.g., contacting customer service, visiting the store, etc.], but I was unable to reach a satisfactory resolution. I would appreciate it if you could [state your desired outcome, e.g., a refund, replacement, etc.]. I believe this would be a fair resolution considering the circumstances.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]