

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue Description]

I am writing to formally express my dissatisfaction with [specific issue] that occurred on [date] at [location/service]. Despite my attempts to resolve this issue informally, I feel compelled to escalate my complaint. [Describe the issue in detail: what happened, any relevant interactions, and your expectations.]

I believe that [explain what you expect as a resolution or compensation]. I hope that you will take this matter seriously and address it promptly. Thank you for your attention to this issue. I look forward to your timely response.

Sincerely,
[Your Name]