

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Resolution - [Your Complaint Reference Number]

I hope this letter finds you well. I am writing to formally address a concern regarding [briefly state the issue] that I experienced on [date of occurrence].

Despite my previous attempts to resolve this issue through [previous communication methods or departments], I have not yet received a satisfactory resolution. This experience has been [describe impact or inconvenience briefly].

I kindly request your immediate attention to this matter and a resolution by [desired timeline, if applicable]. I believe that a fair [resolution sought] would restore my trust in your company.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]