

[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: Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction with [specific details of the issue].

On [date of incident], I [describe what happened, including any relevant details]. Unfortunately, this experience has [explain the impact of the issue].

According to [mention any relevant policy, guarantee, or expectation], I expected [state what you expected or what should have happened]. However, [explain how this was not met].

I would appreciate it if you could [state your desired resolution, such as a refund, replacement, etc.]. I believe this will help restore my confidence in your company.

Please let me know how you plan to address this issue. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]