

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue]. On [date of incident], I experienced [describe the situation or problem in detail], which has led to [explain the consequences or impact].

Despite my previous attempts to resolve this matter through [mention any previous communication or actions taken], the issue remains unresolved. I believe that [state any relevant company policies, guarantees, or consumer rights applicable].

I urge you to take immediate action to address this situation. I would appreciate a prompt response and resolution, ideally by [provide a specific timeframe, if desired].

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Optional: Your Account Number or Customer ID]