

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, Postcode]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of Complaint]

I am writing to formally express my concern regarding [describe the issue briefly] that I experienced on [date of incident].

[Provide a detailed description of the issue, including any relevant information such as receipts, order numbers, etc. Be clear and concise.]

I believe that this matter requires immediate attention as it has caused [explain any inconvenience or impact caused by the issue].

I would appreciate it if you could [specify what you would like the company to do, e.g., issue a refund, provide a replacement, etc.].

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

Yours sincerely,

[Your Name]