

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Resolution

I hope this message finds you well. I am writing to formally address an issue I encountered on [date of the incident] regarding [brief description of the issue].

[Explain the problem in detail, including any relevant order numbers, dates, or correspondence.]

I have attempted to resolve this matter through [mention any previous communication or steps taken], but unfortunately, the issue remains unresolved.

I kindly request [specific resolution you are seeking], as I believe this would be a fair solution to the matter.

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

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Company Name (if applicable)]