

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [specific issue or product/service] that I encountered on [date].

[Describe the issue in detail, including any relevant information such as order numbers, dates, and previous communications regarding the matter.]

I expected a higher level of service from [Company Name] and hope to see this matter resolved promptly.

I would appreciate your assistance in [desired resolution, e.g., a refund, replacement, etc.].

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

Sincerely,

[Your Name]