

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, Postal Code]

Dear [Recipient's Name],

Subject: Complaint Resolution

I hope this letter finds you well. I am writing to formally lodge a complaint regarding [specific issue] that occurred on [date] at [location/store].

[Describe the issue in detail, including what happened, how it affected you, and any previous communication regarding the matter.]

I have always appreciated [Company's Name] for [positive aspect or previous good experience], which is why I was disappointed by this incident. I believe it is imperative to address this situation for the benefit of your customers and the reputation of your business.

I kindly request a resolution to this matter by [proposed solution, e.g., refund, exchange, etc.]. I look forward to your prompt response and a resolution to my complaint.

Thank you for your attention to this issue.

Sincerely,
[Your Name]