

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

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

Dear [Recipient's Name],

Subject: Complaint Resolution - [Brief Description of Issue]

I am writing to formally address my concerns regarding [specific issue] that I experienced on [date]. Despite previous attempts to resolve this matter, I have not received a satisfactory response.

[Describe the issue in detail, including any relevant facts, dates, and previous communications.]

I believe that [describe what you believe should be done to resolve the issue]. I kindly request your prompt attention to this matter and hope to find a resolution that satisfies both parties.

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

Sincerely,

[Your Name]
[Your Position (if applicable)]
[Your Company (if applicable)]