

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date] at [location/event].

[Describe the situation in detail, including any relevant facts and how it affected you.]

I believe that [explain your expectations or any applicable company policies]. Unfortunately, my experience did not meet these standards.

I kindly request that you [state what you would like the company to do - a resolution, refund, etc.].

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

Sincerely,
[Your Name]