

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date of incident] at [location or service involved]. Despite my expectations of quality service, my experience did not meet the standards promised by your establishment.

[Provide a detailed description of the issue, including any relevant details such as times, locations, and individuals involved.]

I would appreciate it if you could address this matter promptly. [State what you would like as a resolution, such as a refund, replacement, or another form of compensation.]

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

Sincerely,

[Your Name]