

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

Dear [Recipient Name],

I am writing to formally submit a complaint regarding my vehicle,
[Vehicle Make, Model, Year], with VIN [Vehicle Identification Number].

[Briefly describe the nature of the complaint, including specific issues
and any relevant dates].

I have attempted to resolve this issue by [describe any previous attempts
to resolve the issue, such as phone calls, emails, or visits to the
dealership/repair shop].

As a valued customer, I expect [describe what you would like as a
resolution, e.g., a repair, refund, etc.].

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

Sincerely,
[Your Name]