

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

Dear [Recipient Name],

Subject: Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my concerns regarding [specific issue] that has negatively affected my business operations.

[Describe the issue in detail, including dates, specific occurrences, and any relevant information that supports your complaint.]

This issue has caused [explain how it has impacted your business], and I would appreciate your prompt attention to resolving this matter.

I look forward to your response and hope that we can work together to rectify this situation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Business Name]