

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally complain about [describe the issue briefly - e.g., a product or service] that I experienced on [date].

[Provide a detailed description of the issue, including any relevant information such as order numbers, dates of service, etc. Explain how the issue has impacted you or why you are dissatisfied.]

I have attempted to resolve this matter by [explain any steps you've taken to address the issue, such as contacting customer service].

Unfortunately, [mention the response or lack thereof you received].

I kindly request that you [state what action you want the company to take], and I hope to see a resolution to this matter promptly.

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

Sincerely,
[Your Name]