

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding [specific issue]. On [date of incident], I [describe what happened in detail].

Despite my attempts to resolve this matter by [mention any previous communication or attempts], the situation remains unresolved. This has caused [state any inconvenience or frustration].

I would like to request [state your desired resolution or response]. I believe this is a fair request given the circumstances.

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,  
[Your Name]