

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date] at [location or context].

[Describe the incident or issue in detail, including any relevant facts or figures. Mention how it impacted you and any previous communications regarding the issue.]

I believe that [explain your expectations or what resolution you are seeking].

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

Sincerely,  
[Your Name]