

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally complain about [specific issue] that occurred on [date]. Despite my previous attempts to resolve this matter, I have not received a satisfactory response.

[Clearly explain the issue, including relevant details such as order number, date of purchase, and any interactions with customer service.]

As a loyal customer, I expected better service from [Company Name], and I am disappointed with the way this situation has been handled.

I request that you [state your desired resolution, e.g., refund, replacement, etc.], as I believe it is a fair resolution for the inconvenience caused.

Please respond to this complaint within [time frame, e.g., 14 days] to avoid further action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]