

[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: Complaint Regarding [Issue/Service/Product]

I am writing to formally express my dissatisfaction with [specific issue] that I encountered on [date].

[Provide a detailed description of the issue, including relevant facts, figures, and events that transpired. Explain how it has affected you and any attempts you made to resolve the issue prior to writing the complaint.]

I believe this situation requires immediate attention and action to rectify the issue. I kindly request [specific resolution you seek, such as a refund, replacement, or any other corrective measure].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]