

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the unresolved issues I have encountered regarding [brief description of the issue]. Despite my previous attempts to address this matter on [mention dates of prior communication], I have not received a satisfactory response or resolution.

The specific details of my concerns are as follows:

1. [Issue 1: Description]
2. [Issue 2: Description]
3. [Issue 3: Description]

I believe that [explain why the matter is important and how it has affected you]. As a valued customer, I expected [mention your expectations based on the company's standards, policies, or previous interactions].

I kindly request that you investigate this matter further and provide me with a resolution by [set a reasonable deadline]. I look forward to your prompt response, as I hope to avoid further escalation of this issue.

Thank you for your attention to this matter.

Sincerely,
[Your Name]