

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Service Issue]

I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location or service context].

Despite my expectations based on your company's reputation, I encountered [describe the specific issue, e.g., long wait times, unprofessional behavior, service not delivered as promised].

I believe this issue is [explain why this is an issue and how it has affected you, e.g., inconvenience, dissatisfaction].

I would appreciate it if you could [suggest a resolution, e.g., refund, service re-do, explanation].

Thank you for your attention to this matter. I hope to hear back from you soon regarding my complaint.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]