

[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],
Subject: [Brief Subject of Complaint]
I am writing to formally express my dissatisfaction regarding [specific issue].
[Paragraph 1: Describe the issue thoroughly, including dates, locations, and specifics of what happened.]
[Paragraph 2: Explain how the issue has affected you or caused inconvenience.]
[Paragraph 3: Mention any prior attempts to resolve the issue, including dates and the responses received.]
I kindly request [specific resolution you seek] and hope for a prompt response to rectify this matter.
Thank you for your attention to this issue. I look forward to your reply.
Sincerely,
[Your Name]
[Optional: Your Job Title if applicable]