

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [briefly describe the issue, e.g., a product/service] that I received on [date of transaction].

The [product/service] did not meet my expectations due to [specific details about the problem]. Despite my attempts to [mention any prior attempts to resolve the issue, e.g., contacting customer service], the issue remains unresolved.

I believe this situation is not in line with the standards of [Company Name], and thus, I would appreciate it if you could [suggest a resolution, e.g., a refund, replacement, etc.].

I have attached [mention any supporting documents, e.g., receipts, photos, correspondence] for your reference.

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

Sincerely,
[Your Name]