

[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],

I am writing to formally express my complaint regarding [briefly state the issue or product/service in question]. My experience with [Company/Organization Name] on [specific date or timeframe] has been disappointing due to [provide detailed description of the issue, including any relevant facts or incidents].

I have attempted to resolve this matter by [mention any previous communication or actions taken to address the issue], but unfortunately, it has not been satisfactorily resolved.

I kindly request that you [state your desired resolution or action you would like the company to take]. I believe this would be a fair resolution considering the circumstances.

Thank you for taking the time to address my complaint. I look forward to your prompt response.

Sincerely,  
[Your Name]