

[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: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [briefly describe the issue or problem].

[Explain the details of the issue: what happened, when it happened, and how it affected you.]

I have attempted to resolve this matter by [mention any previous actions taken to address the issue], but unfortunately, the situation has not improved.

I would appreciate your prompt attention to this matter, and I hope to see a resolution soon. I expect [state your desired outcome, whether it be a refund, replacement, or other remedy].

Thank you for addressing my concerns. I look forward to your response.

Sincerely,

[Your Name]