

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue or product/service]. Unfortunately, my experience on [date of incident] did not meet my expectations due to [briefly explain the issue].

[Provide specific details about the situation, including any previous interactions with customer service, relevant dates, and any actions taken.]

I believe it is important for you to be aware of this matter, and I hope you can take the necessary steps to resolve it. I would appreciate it if you could [state a specific resolution you are seeking, e.g., a refund, replacement, or clarification].

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

Sincerely,  
[Your Name]