

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date] at [location].

[Briefly describe the issue, including relevant details such as what happened, where it happened, and any individuals involved.]

I have attempted to resolve this matter by [mention any previous attempts to address the issue], but unfortunately, I have not received a satisfactory response.

I believe that [explain why the resolution you are seeking is fair and reasonable].

Thank you for taking the time to address my concerns. I hope for a prompt resolution to this matter.

Sincerely,
[Your Name]