

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

Dear [Company Name/Customer Service Manager],
I am writing to formally file a complaint regarding [briefly describe the issue, e.g., "the defective product I purchased from your store on [date]"].

Despite my attempts to resolve this matter by [mention any steps you've taken, e.g., "contacting customer service on [date]"], I have not received a satisfactory response.

[Explain the situation in detail, including specific dates, the nature of the problem, and any communications you've had with the company. Be concise but thorough.]

I believe that [explain what you would like the company to do to resolve the issue, e.g., "a full refund or replacement of the product"].

I hope to hear from you soon to resolve this matter amicably. Thank you for your attention to this issue.

Sincerely,
[Your Name]