

[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 lodge a complaint regarding [specific issue or problem] that I experienced on [date of incident]. Despite my attempts to resolve this matter directly, I feel that my concerns have not been adequately addressed.

[Describe the issue in detail, including any relevant details such as order number, location, etc. Be concise but thorough.]

I believe this situation warrants your immediate attention and I kindly request that you take the necessary steps to [desired resolution, e.g., refund, exchange, compensation].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]