

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my dissatisfaction with [specific issue] that I experienced on [date of the incident] at [location or event].

Despite my expectations as a [customer/client/etc.], I was met with [brief description of the problem]. This situation has not only caused me [describe any inconvenience or impact] but has also led me to reconsider my relationship with [Company's Name].

I believe it is crucial for you to be aware of these issues so that they can be resolved. I kindly request [specific resolution you are seeking], as it would greatly restore my faith in your company.

Thank you for taking the time to address my concerns. I look forward to your prompt response.

Sincerely,  
[Your Name]