

[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 [briefly describe the issue, e.g., a product defect, poor service, etc.].

On [date of the incident], I [explain what happened, including any relevant details such as location, interactions with staff, etc.].

Despite my efforts to resolve this matter by [mention any previous contact or steps taken], my concerns remain unaddressed.

I expected [state what you expected] but was disappointed when [describe what actually occurred]. This experience has left me feeling [mention how you feel about the situation].

I would appreciate it if you could [state what you want them to do, e.g., issue a refund, provide a replacement, etc.]. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]