

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly, e.g., "the recent service I received" or "the product I purchased"]. On [date of incident], I [explain what happened, include details such as location, order number, etc.].

Despite my previous attempts to resolve this matter [mention any prior communications with customer service or support, if applicable], I have not received a satisfactory response.

I request that you [state what you want as a resolution, such as a refund, replacement, or clarification]. I believe this is a fair resolution given the circumstances.

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

Sincerely,
[Your Name]