

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [describe the issue briefly]. On [date of occurrence], I experienced [provide details of the problem].

Despite my efforts to resolve this matter by [mention any previous attempts to address the issue], I have not received a satisfactory response.

I kindly request that you [state what you would like them to do]. I believe this will help to rectify the situation and improve customer satisfaction.

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

Sincerely,
[Your Name]