

[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],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue].

[Provide details of the incident, including any relevant dates, locations, and individuals involved.]

Despite my previous attempts to resolve this issue by [explain any actions you have taken, such as contacting customer service], I have not received a satisfactory response.

I kindly request that [clearly state what resolution you are seeking, whether it be a refund, replacement, or another form of compensation].

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

Sincerely,
[Your Name]