

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding [specific issue] that I experienced on [date] while [briefly describe the situation]. Despite my attempts to resolve this matter [mention any previous communications or attempts to address the issue], I have not seen any resolution. This has caused me [mention any impact or inconvenience caused].

I would appreciate your prompt attention to this matter. I would like to request [suggest a resolution or action you would like them to take].

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

Sincerely,  
[Your Name]