

[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],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date of occurrence].

[Explain the details of your complaint, including what happened, where it happened, and any other relevant information.]

I believe this situation is unacceptable because [explain why].

I expect a resolution to this matter. [Outline any specific actions you would like the recipient to take, such as a refund, replacement, or other compensation.]

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

Sincerely,

[Your Name]