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```vba
Sub CreateComplaintLetter()
 Dim ws As Worksheet
 Set ws = ThisWorkbook.Sheets("ComplaintLetter")

 With ws
 .Cells(1, 1).Value = "Your Name"
 .Cells(2, 1).Value = "Your Address"
 .Cells(3, 1).Value = "City, State, Zip Code"
 .Cells(4, 1).Value = "Email Address"
 .Cells(5, 1).Value = "Phone Number"
 .Cells(6, 1).Value = "Date: " & Format(Date, "mmm dd, yyyy")

 .Cells(8, 1).Value = "Company Name"
 .Cells(9, 1).Value = "Company Address"
 .Cells(10, 1).Value = "City, State, Zip Code"

 .Cells(12, 1).Value = "Dear [Recipient's Name],"

 .Cells(14, 1).Value = "I am writing to formally complain about [describe the issue]."
 .Cells(15, 1).Value = "[Provide details and any attempts made to resolve the issue]."
 .Cells(16, 1).Value = "[State what you expect as a resolution]."

 .Cells(18, 1).Value = "Thank you for your attention to this matter."
 .Cells(20, 1).Value = "Sincerely,"
 .Cells(21, 1).Value = "Your Name"
 End With
End Sub
```

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