

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

VJ Smith

[Company Name or Address if known]
[Company Address]
[City, State, Zip Code]

Dear Mr. Smith,

I am writing to formally express my dissatisfaction regarding [briefly describe the issue] that occurred on [date of incident]. Despite my attempts to resolve this issue through [previous actions taken, e.g., calling customer service], I have not received an adequate response.

The details of my complaint are as follows:

[Provide specific details regarding the complaint, including what happened, where, and any relevant information.]

I would appreciate it if you could [state your desired resolution, e.g., a refund, replacement, etc.]. I believe this would be a fair resolution to my complaint.

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,

[Your Name]