

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Service/Product]

I am writing to formally lodge a complaint regarding [describe the issue briefly] that I encountered on [specific date].

Details of the Complaint:

- [Detail the issue, including any relevant information such as order numbers, dates, and specific incidents.]

- [Explain the impact this issue has had on you or your experience.]

I have already attempted to resolve this issue by [mention any previous attempts, such as phone calls or emails], but unfortunately, the problem remains unresolved.

I would appreciate your prompt attention to this matter and a resolution.

I would like [state your preferred resolution, such as a refund, exchange, or repair].

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,

[Your Name]