

[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]

I am writing to formally express my dissatisfaction with [specific issue], which occurred on [date of occurrence]. [Briefly explain the situation, including any relevant details or context].

Despite my attempts to resolve this issue by [mention any previous communication or attempts], I have yet to receive a satisfactory response. This experience has left me feeling [describe your feelings, e.g., frustrated, disappointed], as I expected a higher standard of service from your company.

I would appreciate it if you could [specific resolution you are seeking, e.g., refund, replacement, etc.].

Thank you for taking the time to address my concern. I look forward to your prompt response.

Sincerely,
[Your Name]