

[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 regarding [specific issue] that I encountered on [date]. Despite my expectations based on previous experiences with your company, this particular incident fell short of the professional standard I have come to associate with [Company Name].

[Describe the issue in detail, including any relevant order numbers, dates, and interactions with customer service if applicable.]

I believe that [specific action or resolution you desire, e.g., a refund, replacement, direct response]. I would appreciate your prompt attention to this matter, as I have always valued your services in the past. Thank you for addressing my concern. I look forward to your timely response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]