

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

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

Dear [Recipient Name],

Subject: Complaint Regarding Unresolved Issues

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding the unresolved issues I have encountered with [specific product/service] on [specific date].

Despite my previous communications with your customer service team, the issues have not been satisfactorily addressed. [Briefly describe the specific issues you are experiencing, including any relevant details or reference numbers.]

I believe that [mention any company policies or guarantees related to your complaint] supports my request for a resolution.

I kindly ask for your immediate attention to address this matter. Please let me know how you plan to resolve these issues at your earliest convenience.

Thank you for your time and assistance.

Sincerely,

[Your Name]