

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

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the product/service/experience] that I received on [date].

[Explain the issue in detail, including any relevant information such as order numbers, dates, and previous communication.]

I believe this situation warrants attention and I would appreciate a prompt resolution. [State what action you would like to be taken, such as a refund, replacement, or any other corrective measure.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]