

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

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [brief description of the issue] that occurred on [date of the incident].

[Provide a detailed description of the issue, including any relevant facts, figures, and your experience.]

I have attempted to resolve this matter by [explain any steps you have taken, such as contacting customer service or speaking to a manager]. Unfortunately, the situation remains unresolved.

I kindly request that [state your desired outcome, such as a refund, replacement, or an apology].

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

Sincerely,
[Your Name]