

[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 letter finds you well. I am writing to formally express my dissatisfaction regarding unresolved issues related to [briefly describe the nature of the issue, e.g., a product, service, or experience].

Despite my previous attempts to address this matter on [mention dates of previous communications], I have not received a satisfactory resolution. Specifically, [provide details of the issue, including any relevant dates, interactions, and the impact it has had on you].

I kindly request that you take immediate action to resolve this matter. I would appreciate a prompt response outlining the steps you will take to address my concerns by [include a specific deadline].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]