

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with [specific product/service] that I purchased on [purchase date] from [place of purchase].

[Clearly describe the issue you're experiencing, including any relevant details and the impact it has had on you.]

I have attempted to resolve this matter by [mention any previous communications, attempts to resolve, or actions taken]. However, [explain the outcome, or lack thereof].

I would appreciate your immediate attention to this matter and a resolution by [provide a reasonable deadline for response]. I look forward to your prompt response to my complaint.

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]