

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [specific issue]

I am writing to formally complain about [briefly describe the issue or situation].

[Paragraph 1: Describe the issue in detail, including relevant dates, locations, and any previous communication or attempts to resolve the matter.]

[Paragraph 2: Explain how this issue has affected you, including any inconvenience, financial loss, or distress caused by the situation.]

[Paragraph 3: State what you would like the company to do to resolve this issue, whether it be a refund, repair, replacement, etc.]

I believe that this matter needs to be addressed promptly, and I look forward to your response within [specific time frame, e.g., 14 days].

Thank you for your attention to this matter.

Sincerely,

[Your Name]