

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date of incident]. Despite my attempts to resolve this matter informally, I feel compelled to escalate my concerns.

[Describe the issue in detail, including relevant facts, dates, and any previous communication you have had regarding the matter.]

As a result of this experience, I have been [explain any impact the situation has had on you]. I believe it is important to bring this matter to your attention so that appropriate steps can be taken to address it.

I kindly request [state your desired resolution or outcome]. I hope to hear back from you by [specific timeframe] regarding this issue.

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

Sincerely,

[Your Name]

[Your Job Title, if applicable]