

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [describe the issue briefly].

[Provide a detailed explanation of the complaint, including dates, events, and any relevant information. Be specific about what happened and how it affected you.]

As a result of this situation, I [explain the impact on you, such as financial loss, emotional distress, etc.].

I would appreciate your prompt attention to this matter and hope to see a resolution soon. I would like to request [state what you want them to do about your complaint].

Thank you for your understanding and assistance. I look forward to your response.

Sincerely,
[Your Name]